

Migraine Foundation Aotearoa New Zealand

Clinical Advisory Group – Terms of reference

1 **Purpose of the Clinical Advisory Group**

- 1.1 To support the integrity and reputation of Migraine Foundation Aotearoa New Zealand (the **Foundation**) to carry out its pillars of service.
- 1.2 To build the relationship between the Foundation and people who provide health services to people with migraine.
- 1.3 To inform the Foundation's planning, reporting, and future priorities from a clinical perspective.
- 1.4 To give the Foundation access to practitioners who can clinically review information that the Foundation proposes to publish or disseminate to ensure such information is accurate, evidence-based, trustworthy, complete and current.
- 1.5 To help connect the Foundation with other relevant organisations, individuals or opportunities that could help the Foundation further its mission and vision.
- 1.6 To monitor and advise on potential new areas of work for the Foundation and emerging issues in clinical settings, whether regulatory, political, corporate (e.g. health providers), institutional, research or treatment related.

2 **Membership**

- 2.1 The Advisory Group will have no fewer than 2 members. Members must be individuals who are registered health clinicians in New Zealand and who:
 - (a) are currently practising in a field related to the treatment of migraine, or
 - (b) have a demonstrated special interest in migraine.
- 2.2 The Group will be chaired by a person appointed by the Group.
- 2.3 The Foundation's board may appoint new members to the Group, and Group members may nominate individuals for Group membership. Nominations for Group membership should be made to the Foundation and must be supported by a majority of the Foundation's board.

3 **Terms of membership**

- 3.1 Group members will provide their time at no cost to the Foundation and will cover their own costs of participation (such as travel to meetings or events).
- 3.2 The standard of conduct expected of each Group member is that of a diligent person serving on an advisory committee for a charity in New Zealand and includes:
 - (a) acting in good faith, honestly and impartially to support the Foundation's values and culture
 - (b) delivering on requests made by the Foundation within a reasonable time frame
 - (c) working collaboratively with other Group members and the Foundation
 - (d) acting proactively to extend the Foundation's reach and profile where relevant
 - (e) attending meetings either face to face or virtually and, providing apologies in advance if attendance is not possible

- (f) keeping confidential all discussions within meetings and all documentation related to the Group, and
- (g) promptly notifying other Group members and the Foundation of any conflicts of interest affecting their ability to make impartial decisions on any matters concerning the Group's or the Foundation's work.

- 3.3 It is a condition of membership that each Group member consents to being named as a Clinical Advisory Group member on the Foundation's website and other documents, and participation in the Group's activities will be taken as consent.
- 3.4 Each Group member must provide to the Foundation a short biography and photograph for publication on the Foundation's website.
- 3.5 The Foundation requests that each Group member participates in the Group for at least two years, but this is not compulsory. Group members may retire by giving reasonable written notice to the Foundation. The Foundation will review a member's participation after that member has served for two years.
- 3.6 The Foundation may from time to time review membership and these terms of reference to reflect the focus and alignment of the Foundation's mission and the Group's purpose and growth.

4 Clinical Advisory Group procedures

- 4.1 For each Group meeting, the Foundation will provide an agenda, and, unless the Group appoints its own secretary to undertake these tasks, schedule and coordinate meeting arrangements, perform associated administration tasks and write and circulate the minutes following each meeting.
- 4.2 The meetings will:
 - (a) occur on a face to face basis or through online meeting tools at least once every six months or as decided collaboratively by the Group and the Foundation
 - (b) be at a venue which is determined and communicated well in advance of each meeting, with video or teleconference facility available to reduce cost and impact, and
 - (c) be attended by one or more representatives from the Foundation.
- 4.3 Agenda items contributed by a member of the Group must be submitted at least one week in advance of a meeting to allow time for the agenda to be prepared and circulated no later than 5 days before the meeting.
- 4.4 Group members will regularly be asked to consider issues and respond out of session (as happened informally prior to the formation of this Group). Such out-of-session communications and requests will be actioned as appropriate and recorded for reference at the next scheduled meeting.

5 Decision making

- 5.1 Each Group member, the Group and the Foundation will cooperate and work collaboratively to agree goals and priorities to further the Foundation's work and the purposes of the Clinical Advisory Group.
- 5.2 Members present at meetings will have the authority to progress advice or other work on the meeting agenda. Each member is appointed for their specific expertise and experience and cannot delegate or appoint a proxy to attend a meeting.
- 5.3 All advice given by the Group is advisory only and does not bind the Foundation. The Foundation may follow or disregard the Group's advice in its absolute discretion but will not attribute any output to the Group or a Group member unless it has followed the advice received in relation to that output.

Migraine Foundation Aotearoa NZ – background material

Mission

To raise awareness of the impact of migraine disease and support people living with migraine in Aotearoa New Zealand.

Vision

To minimise the health, economic and social burden of migraine disease in Aotearoa New Zealand.

Pillars of service

In practice, the Foundation carries out its Mission through five areas of activity, our 'pillars of service':

Community Support | Advocacy and awareness | Information | Research | Leadership and sustainability

Values/culture

Migraine Foundation Aotearoa New Zealand is an inclusive, open, active and action-orientated organisation. We value respectful partnerships and relationships and evidence-based information. Supporting people with migraine is at the core of everything we do.

Strategic Objectives

- Connect and support people living with migraine disease.
- Increase awareness of migraine disease and advocate for positive change.
- Create and disseminate robust information about migraine.
- Support New Zealand-focused research on migraine and collaborate with researchers in planning, recruitment and dissemination of findings.
- Build a sustainable, trusted and respected national migraine organisation.