**ABORIGINAL ADVISORY/REFERENCE/STEERING COMMITTEE**

**TERMS OF REFERENCE TEMPLATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT TITLE:** |  | | | | |
| **HREC REFERENCE NUMBER:** | | |  | | |
| **CHIEF INVESTIGATOR:** | |  | | | |
| **ASSOCIATE INVESTIGATORS:** | | | |  | |
| **INSTITUTION RESPONSIBLE FOR THE RESEARCH:** | | | | |  |

**Background:**

* What is the project
* What gaps will the project address

**Purpose of the group:**

* What role will the group play in the project

**Scope of the group:**

* Roles and responsibilities
* Decision making power

**Chairperson:**

* Who will be the Chairperson
* What will the specific responsibilities of the Chairperson be

**Membership:**

* Names, place of work, Aboriginal and Torres Strait Islander status
* How are members appointed
* Period of appointment
* Expectations of Members
* Remuneration of members

**Frequency of Meetings:**

* How frequently will the group meet
* How will the group meet (i.e face to face / teleconferencing / video conferencing)

**Secretariat support:**

* Will there be agendas/ papers
* Who will record minutes and action lists
* How far in advance will members receive the papers

**Quorum:**

* How many members will be required to ensure there is a quorum

**HREC Requirements:**

* The AH&MRC HREC will be notified of any changes to the membership of this group per HREC approval XXX