

LAY ADVISORY COMMITTEE (LAC)
(Scotland & Northern Ireland; England & Wales)

Terms of Reference

Aims:

To enable the charity to engage with patients and other non-medical advisors in order to bring a broader range of views and experience other than that given by Trustees, Medical Advisors and executive employees.

Activities:

1. Representation on restricted funding (special projects) development groups.
2. Advice and input on specific consultations where the charity is a stakeholder (e.g. NICE guidelines, SIGN.)
3. Membership on advisory boards and guidance committees on consultations and guide committees where the charity is a stakeholder.
4. Attendance as a representative of the charity at meetings related to the charity's involvement in kidney related issues, including the provision of verbal and written reports on such meetings to the Trustees, Lay Advisory Committee and Executive.
5. Media representation and presentation on behalf of the charity.
6. Kidney Patients Grants Committee membership.
7. Case study representation for the charity at events and with target audiences such as corporate sponsors. Awareness of the major fundraising activities for the charity within their geographical area.

In some cases not all the members may be involved in a particular activity and it may be necessary and prudent to create sub-committees and also delegate to individuals to deal with particular issues and activities. In all cases the work is to be undertaken on behalf of the total group.

Membership:

The LAC will comprise six to eight members plus one ex-officio member Trustee and a Chairperson. The Chairperson will be selected by the Chairman and Chief Executive of the charity. Members will be selected via a process of advertisement placed in key avenues (e.g. NKF Kidney Life magazine, charity website, via renal units and clinical directors etc) and interview by a small panel comprising of the charity

Chairman or nominated Trustee, the Chief Executive or a nominated Senior Manager and the Chairperson of the LAC.

Specialised areas to be covered by the LAC are: RRT patient experiences, CKD patients (1–4, paediatric and elderly), Diabetes, CHD, Carers, Dieticians, Nursing, Primary Care, Psychologist/ Counsellor, Ethics issues. Some multiple experiences may be covered by a single member or may be covered through members networking opportunities.

Term of office:

Fixed three-year term of office for the chairperson and all members with an option for re-election for a second three-year term after which they must stand down to provide clear rotation of membership. The option for a sabbatical period of up to one year is allowable and would not be included in the calculation of the total term of office.

Meeting frequency:

Once or twice per annum as individual groups (Scotland & Northern Ireland; England & Wales) and additionally once per annum conjoint with a charity annual conference (e.g. Fellows Day).

Reporting:

The Corporate Development Group (CDG) of the charity will provide secretariat services to the LAC groups through attendance at meetings and distribution of minutes and information. The minutes of each meeting should be distributed, via the CDG PA by the Chairperson of each LAC group and each group should exchange minutes via their respective Chairpersons. Both Chairpersons should submit an annual report, to the Council of Trustees, of activities undertaken.