

<p><b>Mission</b></p>	<p>To <b>support</b> and <b>optimise</b> the experience of all people and whānau in the South Island living with and beyond cancer.</p>
<p><b>Role and purpose</b></p>	<p>Definition: A cancer ‘consumer’ is defined as someone who has had a cancer diagnosis themselves, or been a close support person.</p> <p><b>Background</b> The Cancer Health Plan and National Health Strategy require active involvement of consumer representatives across the spectrum of cancer care and services. To help fill this objective the Southern Cancer Network established the South Island Cancer Consumer Group.</p> <p><b>Purpose</b> It is the purpose of the South Island Cancer Consumer Group to:</p> <ul style="list-style-type: none"> <li>• Provide a forum to advise on cancer consumer-related issues within the Southern region</li> <li>• Identify key regional cancer consumer priorities, as supported by Cancer Health Plan and National Health Strategy, and provide recommendations</li> <li>• Provide a consumer perspective into projects, service planning and other Southern Cancer Network activities</li> <li>• The South Island Cancer Consumer Group will be available for consultation with DHBs, MoH and other organisations.</li> </ul> <p><b>Principles</b> The following principles provide guidance for consumer participation in cancer services:</p> <ul style="list-style-type: none"> <li>• Partnership and collaboration;</li> <li>• Empowerment of people affected by cancer to make choices around their treatment;</li> <li>• Advocacy;</li> <li>• Equity for all people affected by cancer;</li> <li>• Ensuring that the rights of all people affected by cancer are upheld;</li> <li>• To work with service providers in co-design, planning and decision making;</li> <li>• Supporting a holistic approach, which recognises and respects a diverse range of perspectives</li> </ul> <p><b>Linkages</b> The South Island Cancer Consumer Group will have links with the following forums:</p> <ul style="list-style-type: none"> <li>• SCN Steering Group;</li> <li>• SCN and other South Island cancer-related groups;</li> <li>• Cancer Consumer New Zealand;</li> <li>• South Island Local Cancer Networks;</li> <li>• Te Waipounamu Māori Leadership Group for Cancer;</li> <li>• Cancer Society and other NGOs;</li> <li>• PHOs;</li> </ul>

	<ul style="list-style-type: none"> <li>• Other groups as appropriate.</li> </ul>
<b>Responsibilities</b>	<p><b>Responsibilities of group members</b></p> <ul style="list-style-type: none"> <li>• To represent their views;</li> <li>• To attend all the meetings as scheduled, ensuring continuity of representation;</li> <li>• If unable to attend ensures that any feedback is provided to the Chairperson;</li> <li>• Ensures any actions or tasks arising out of the group are completed within the timeframes requested;</li> <li>• Ensures clarification is sought if tasks to be completed are not understood;</li> <li>• To read any associated material prior to each meeting;</li> <li>• To review notes from meetings routinely and once confirmed provide signoff at the next meeting;</li> <li>• If no feedback is received, this is considered as agreement;</li> <li>• Take ownership and actively work to ensure the success of the group;</li> <li>• Network with other consumers to ensure broad representation of views</li> </ul> <p><b>Chairperson</b> The Chairperson and Deputy Chairperson will be appointed by the Group and endorsed by the Southern Cancer Network. The Chairperson and/or Deputy Chairperson may be required to represent the South Island Cancer Consumer Group on other committees with the Southern Cancer Network as is required. Other members may also be co-opted depending on their expertise.</p> <p>The Chairperson will stand for a period of 2 years and may be reappointed by consensus once at the end of this term, serving a maximum of 4 years. At the end of this period an election will be held to determine a new Chair.</p> <p><b>Roles and responsibilities of the chairperson</b></p> <ul style="list-style-type: none"> <li>• Represent the SICCG on the SCN Steering Group (or the chair’s delegate, if appropriate);</li> <li>• Facilitate and chair each meeting, ensuring that the aims and objectives of the meetings are achieved;</li> <li>• Ensure all group members are given an opportunity to present their view(s);</li> <li>• Facilitate discussion and a shared understanding of issues among group members;</li> <li>• Encourage an evidence or best practice based approach;</li> <li>• Encourage lateral thinking and innovative solutions;</li> <li>• Encourage collaboration;</li> <li>• Manage conflict;</li> <li>• Ensure that agreed points are clear to all;</li> <li>• Communicate with other members of the group as required.</li> </ul>
<b>Accountability</b>	<p><b>Accountability</b> The group is accountable to the Southern Cancer Network. Members of the group are individually accountable in their role and collectively accountable to this group.</p> <p><b>Approach</b> Consumer members will look for networking opportunities with other consumers so as to broaden the consumer voice that they represent.</p>
<b>Declaration of Interest</b>	<p><b>Conflicts of interest</b> Members are expected to declare conflicts of interest should they arise. Any conflicts will</p>

	be dealt with on a case-by-case basis.
<b>Membership</b>	<p><b>Structure composition</b></p> <p>The group will aim to have a core membership of 10-12 individuals, representing the following groups:</p> <ul style="list-style-type: none"> <li>• Māori representation (2)</li> <li>• Representation from other non-European ethnicities (2)</li> <li>• A mix from each of the South Island DHBs' regions</li> <li>• Variety of tumour site areas</li> <li>• Adolescent and young adult (AYA)</li> </ul> <p>Other cancer consumers will be invited to be members of the group on a temporary basis if any specific additional representation is required for a particular work piece.</p> <p>Members will be at least two years post-treatment</p> <p><b>Appointment</b> New members will be sought through an expression of interest process, with appointment to the group made by agreement of the Chair and the SCN.</p> <p>Members will be appointed for a term of two years, with the option to renew their appointment once at the end of this term, serving a maximum of four years.</p> <p>Resignations will be submitted in writing to the Chairperson.</p> <p>When a member is absent for more than two consecutive group meetings, without prior apology, or if the member is not able to contribute to the good of the group, the Chair will consider their membership status for revocation, following discussion with the member or reasonable attempts to contact the member.</p>
<b>Quorum</b>	<p><b>Quorum</b></p> <p>A quorum will be 50% of the current membership of the group plus one.</p> <p>If the quorum is not achieved a decision will be taken whether to proceed with the meeting.</p>
<b>Frequency of meetings</b>	<p><b>Meetings</b></p> <p>The group shall meet as and when required, with a minimum of meeting quarterly.</p>
<b>Secretariat support</b>	<p><b>Support resources</b></p> <p>The Southern Cancer Network will provide secretariat support for each meeting and project management support if required.</p> <p>Ad hoc analytical support if required will be made accessible to the group via the Southern Cancer Network.</p> <p><b>Minutes and agenda</b></p> <p>Printed and electronic copies of the draft agenda and pre-reading will be distributed at least 5 working days prior to each meeting.</p> <p>Items for the agenda must be with the Secretariat 8 working days before the meeting.</p> <p>Minutes will be distributed within 10 working days of the meeting.</p> <p><b>Process</b></p>

	<p>Agenda setting: the Chair, in collaboration with the secretariat support, will collate and develop the agenda before meetings.</p> <p>Pre-meeting work up: where possible documents for feedback and/or discussion should be read prior to the meeting.</p> <p>Approach to problems: collaborative discussion and sharing. Follow up: the action register will be reviewed at each meeting.</p>
<b>Decision making</b>	<p><b>Decision making</b></p> <p>Decisions will be made by majority decision.</p> <p><b>Reporting</b></p> <p>An annual report of the role, function and achievements of the group shall be provided by the Chairperson with secretariat support from the Network. This report will be made available to the Southern Cancer Network Steering Group.</p>
<b>Reimbursement</b>	<p>Members of the South Island Cancer Consumer Group will be remunerated according to the South Island Alliance Programme Office Remuneration Policy.</p>