

Queensland Hepatitis B Alliance Terms of Reference 2021-2023

Preamble

The Queensland Hepatitis B Alliance (QHBA) is an independent, multi-disciplinary community of practice that aims to build momentum behind the Queensland response to hepatitis B.

The QHBA was formed in 2021. The QHBA consists of both individual members, who represent only themselves, and representative members, who represent their organisations. This creates space for full and frank discussion, canvassing both organisational policy and personal views.

1. QHBA Directions 2021 – 2023

- a) Share and disseminate expertise, evidence, project outcomes, strategies and recommendations, which contribute to the shared goal of the elimination of hepatitis B as a public health concern in Queensland.
- b) Advocate for the development of a community focused and adequately funded implementation plan for the Queensland Hepatitis B Action Plan.
- c) Contribute to the development of a roadmap to build the leadership and advocacy capacity of affected communities.
- d) Coordinate deliver and evaluate an annual hepatitis B event in Queensland, and other related workforce development activities.

2. Membership of the QHBA

- a) Members are either individual members, representing themselves, or organisational members, representing their organisation.
- b) Membership is by invitation from the Secretariat or by expression of interest through the QHBA secretariat. New members will be announced by email through the Secretariat.
- c) Representation from communities affected by hepatitis B will be actively sought.
- d) Each member is encouraged to join a sub-committee where possible.

3. Meeting procedure and decision making

- a) The QHBA will meet 3 times a year.
- b) The role of chair will be rotated between members. At the end of each meeting the chair for the subsequent meeting will be determined.
- c) A declaration of conflict of interest will be sought at the beginning of each meeting.
- d) The secretariat will coordinate the 'themed discussion' component of each meeting, ensuring that a relevant topic is selected, and that facilitators, presenters, and leaders are involved as appropriate.
- e) Decisions of the QHBA will normally take the form of a non-binding resolution agreed by consensus or a simple majority of the members present at a meeting.
- f) If a binding resolution is sought, at least two weeks' notice must be provided by e-mail to enable any interested member to attend the meeting, and a vote must be taken. Each individual member is entitled to one vote. If there is more than one member from an



organisation then that organisation is entitled to one vote. To vote, members must attend the meeting.

- g) Decisions may be made by circular resolution (a proposal made in correspondence between meetings) so long as the deadline to contribute is clearly specified (on the “speak now or forever hold your peace” principle).
- h) Between meetings, QHBA members can participate in e-network by sharing information, resources, updates, as well as seeking input into writing or other related projects.
- i) The secretariat will maintain an up to date membership list, which specifies whether members are individual or organisational members.

QHBA executive, working groups and sub-committees

- a) In addition to regular meetings, sub-committees and working groups may be formed and tasked with progressing each of the QHBA directions. Sub-committee initiatives represent projects of the QHBA.
- b) Sub-committees must elect a chair.
- c) Sub-committee chairs will convene regularly by phone to share sub-committee progress reports, to consider matters of strategic importance to the QHBA, and to communicate these to the QHBA membership.
- d) Sub-committee chairs are responsible for convening regular meetings, coordinating communication and note taking.
- e) Sub-committees should develop simple terms of reference outlining scope/aims, timeframe and meeting frequency, and any relevant procedures or considerations.
- f) Sub-committee chairs are the contact point for any communication with the wider QHBA membership.

4. Financial

- a) From time-to-time funds may be acquired for or allocated to QHBA activities.
- b) All applications for funding for QHBA activities must be discussed with and approved by the QHBA prior to submission.
- c) Funds will be allocated to the Secretariat to be held on behalf of the QHBA, under a separate budgetary line item.
- d) The secretariat has responsibility for transparent administration and reporting of the funds.
- e) A financial report will be tabled prior to each meeting by the secretariat, which contains an itemised income and expenditure statement.
- f) Any unexpended/unallocated funds remaining when the Secretariat role is handed over between organisations, will be transferred in full to the incoming Secretariat.



5. Planning

A planning meeting will be held every two years, and it will review and renew priority areas.

6. QHBA Secretariat Role

The QHBA secretariat is responsible for the administration and facilitation of the QHBA. The role of secretariat is a facilitation role, not a decision-making or leadership role. The QHBA remains an independent body.

The QHBA Secretariat role includes responsibility for:

- QHBA regular meeting preparation and administration
- Communications and processes
- Correspondence and documentation

Detailed Role Description

Meeting preparation and administration

- Call for agenda items 2 weeks before meeting.
- Send out agenda 1 week before meeting.
- At the final (December) meeting for each year, consult with QHBA and confirm forthcoming meeting dates for the following year. The QHBA meets 3 times a year for 1.5 hours.
- Secure a suitable venue for each meeting, and provide light refreshments.
- Coordinate the 'themed discussion' component of each meeting.
- Ensure that minutes are taken during each meeting.
- Ensure that draft meeting minutes are circulated to attendees within 2 weeks for approval. Final version of minutes to be circulated to all members within 3 weeks.
- Ensure that a chair for each meeting has been selected from the members.
- Convene special meetings of QHBA as required.
- Ensure the QHBA terms of reference are reviewed in line with the planning cycle.

QHBA communications and processes

- Maintain current email list of QHBA members
- Correspond with new and prospective members to ensure that they:
 - Are added to the member list
 - Have access to previous minutes
 - Have access to the QHBA shared drive, and make alternate arrangements for those that don't
 - Are briefed about current and forthcoming activities
 - Understand the TOR including purpose, meeting procedure, communication process
- Nominate an email address that will be regularly attended during business hours
- Coordinate a QHBA planning session every 2 years. Next planning session is due in 2022.

QHBA correspondence and documentation

- Manage the QHBA shared drive, ensuring new members are invited to participate.



- Archive key QHBA documents, ensuring that they are saved in the shared drive or securely stored as relevant. This includes minutes, policy contributions, formal correspondence, membership lists and contact lists, conference abstracts and presentations, working group documents, outputs and mapping activities.
- Make QHBA logo available as needed to members.
- Provide support to QHBA working groups/sub-committees by ensuring that decisions and outputs are documented, and participating in the activities of groups/sub-committees where possible.

Maintaining the independence of the QHBA

The role of secretariat is to administer and facilitate, not to lead or make decisions. Organisations performing the role of secretariat will not diminish the independence of the QHBA.