

Member Advisory Group [MAG] Terms of Reference

1 Background

- 1.1 Enhanced Lifestyles Incorporated (EL) has established the Member Advisory Group (MAG) as part of its commitment to Member engagement, and continuous improvement.
- 1.2 This document establishes the authority and responsibility of the MAG so that the MAG may function effectively.

2 Purpose

- 2.1 The role of the MAG is for Members of Enhanced Lifestyles to provide ideas and expertise about targeted aspects of the organisation.
- 2.2 The responsibilities of the MAG include:
 - a. Understand and follow behavioural guidelines as set out in the MAG code of conduct, including:
 - contributing in an appropriate manner; and
 - allow all MAG members to have their say, respecting that all participants have different life experiences, skills, and ideas.
 - b. Discuss ideas and input on tabled items and provide constructive feedback.
 - c. Consider and make recommendations on specific matters arising from the MAG.

3 MAG Members

- 3.1 Only Full Members or Associate Members of EL are eligible to join the MAG.
- 3.2 The MAG is voluntary, and no remuneration is offered.
- 3.3 Members of EL must apply to be a member of the MAG. The Board of EL determines which members will sit on the MAG, based on their application. The Board's decision is final.

- 3.4 The MAG members will be removed from the group at the discretion of the MAG Chairperson if they do not follow the MAG Code of Conduct.
- 3.5 Active Attendees with voting privileges:
- a. The MAG Chairperson, it is mandatory that this position is held by a Full Member of Enhanced Lifestyles.
 - b. The MAG Vice Chairperson, it is mandatory that this position is held by a Full Member of Enhanced Lifestyles.
 - c. EL Board representative, the Vice Chairperson or their representative.
 - d. Other MAG members.
- 3.6 Observers:
- a. Member(s) of the EL Executive Leadership Team or their representative as relevant to the agenda items.
 - b. The MAG may recommend other individuals to attend the meetings based on their expertise.
 - c. Observers cannot vote.

4 Meetings

- 4.1 The MAG will meet on a bi-monthly basis, this can be reviewed at any time as required.
- 4.2 Meetings will be conducted on a formal basis and be minuted.
- 4.3 A quorum of at least 30% of the MAG Members plus the Chairperson [or their representative, for example the Vice Chairperson] is required to put recommendations forward to the Executive Leadership Team or Board of EL.

5 Agendas

- 5.1 An agenda will be prepared for meetings with relevant papers attached and distributed to all MAG Members, by their nominated delivery method, preferably at least two (2) weeks prior to the meeting.
- 5.2 Agenda items may be considered outside of the normal scheduled meeting via the Chairperson if required and should be minuted at the next available meeting.

6 Minutes

- 6.1 The minutes must record the following:
- Date and location of the meeting.
 - Attendees, apologies, and absentees.
 - Agenda items discussed.
 - Action items, including responsibility and timeframe.
 - Decisions taken, including the rationale for decisions.
- 6.2 Minutes of the preceding meeting must be confirmed at each meeting, which includes a review of the action items outstanding.
- 6.3 The minutes must be approved by the Chairperson.

7 Definitions

MAG:	Members Advisory Group
ToR:	Terms of Reference
EL:	Enhanced Lifestyles
Active Attendees:	A specific position approved and appointed by the EL Board to be on the MAG and expected to participate in each meeting.
Observer:	A specific position or person approved by the Chairperson to be on the MAG and invited to attend and observe each meeting.
Rationale:	A set of reasons or a logical basis for a course of action or belief.

Policy/Procedure Approval

Content Author	Delegated Authority (Process Owner)	Executive (CEO/Board if required)
Date: 21.03.23	Date:	Date: 28.03.23
Name: Lisa Shaw Position: BSO	Name: Position:	Name: Trudy Gepp Position: EL Board Chairperson

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