

Australian Stroke Coalition (ASC) Working Group Terms of Reference November 2011

Background

The Australian Stroke Coalition (ASC) met for the first time on the 11th of July 2008. At this meeting a working group format was proposed to progress work on agreed priorities. At their meeting on 5th April 2011, the ASC decided that project teams would also be a useful adjunct to support the goals of the Coalition. These terms of reference are to be used as a guide for the operation of the working groups and should be read in conjunction with the ASC terms of reference 2010.

Guiding Principles

At this first meeting, members were clear that the ASC's primary aim is to better communicate and coordinate current activities regarding stroke across Australia. With this in mind there are certain guiding principles that oversee the establishment of the ASC Working Groups (WGs) and Project Teams (PTs).

- Don't reinvent the wheel. Ensure that current work is utilised first before creating something new (e.g. literature reviews, collect information on current and previous initiatives)
- Data: use the data we have first before gathering more.
- Moving forward together not slowing people down. Sharing stories of success to enable others to make fewer mistakes.

1. ASC Aims

- To develop a communication strategy to link ongoing and new stroke initiatives at a state and national level.
- To improve the delivery of clinical care across the entire stroke care continuum.
- To develop a set of national priorities for stroke care based on gaps identified in the national audit and other data sources.
- To determine a coordinated strategy by which to improve these priority areas.
- To promote the activities of the coalition through its members and other avenues.

2. Working Group and Project Team aims

- To progress the priorities and long-term goals of the ASC.
- To develop and implement a work plan for a 12 month period aimed at meeting the long term goals of the ASC. The work plan should have clearly articulated goals, tasks and delegated responsibilities.
- To review goals and deliverables to ensure that they continue to meet the long-term goals of the ASC.

3. Membership

WGs and PTs will be established by the ASC executive and will consist of representatives from members and associate members of the ASC, WG and PT group representatives will be nominated by the ASC.

4. Term of Membership

The term of WG and PT membership will be reviewed each 12 months and discussed at the annual ASC planning meeting. Replacement of membership can be agreed by the WG and PT.

5. Working group operations

- Each WG and PT will have a nominated chair. If a chair cannot attend the meeting they will contact and nominate a replacement for that meeting.
- Secretariat support will be provided by the NSF.
- WGs and PTs will meet a minimum of 4 times per year via teleconference.
- A quorum for a WG or PT is defined as 50% of members plus one.
- WGs and PTs may form smaller task groups however all communication to the wider ASC must come through the WG or PT chair.
- WG and PT chairs will provide brief reports to the ASC on a quarterly basis or as required.
- WG and PT chairs will provide a more detailed report on a bi-annual basis ASC meetings.

6. Attendance

- To ensure the ongoing management of core business there is an expectation that WG and PT members will attend all meetings.
- If WG or PT members are attending less than 50% of meetings; they can be replaced by the WG or PT.

7. Communication

- Minutes of meetings will be sent out to members within 2 weeks of the meeting date for ratification. Once ratified these minutes will be made available to all ASC members.
- Dissemination of minutes and other relevant information beyond the WG or PT and ASC will remain the responsibility of the individual representatives.

8. Confidentiality

During WG or PT membership, the member will not reveal any confidential or proprietary information entrusted in the course of their duties. Upon cessation of membership, and thereafter, the member shall not reveal any confidential or proprietary information, which they obtained while a member of ASC, and may not use or retain, or attempt to use or retain, any such information, documents or data.

9. Copyright

During membership, and thereafter, the member will respect the copyright of any information and resources developed under the auspices of the ASC as agreed by the full membership.

10. Intellectual Property

IP policies have been developed by the ASC. Please refer to the IP Policy paper for further details.