



<b>Position Title:</b>	Multiple Sclerosis Advisory Council (MSAC) Member
<b>Location:</b>	Victoria
<b>Tenure:</b>	2 years
<b>Department:</b>	MSAC
<b>Award:</b>	Not Applicable

## Multiple Sclerosis Limited (MSL)

### **Our Mission:**

To minimise the impact of multiple sclerosis on individuals, their families and the community while working to improve treatments for the disease and accelerating research to ultimately develop a *cure*.

### **Our Vision:**

We help people living with MS to optimise their opportunities, to be connected, to belong, to blossom and thrive to their full potential, and to give them hope for better solutions, improved treatments and ultimately, a *cure*.

### **Our Values:**

Needs Based	We put the needs of people living with MS at the centre of our decision making and understand in detail how our work meets their needs.
Engaging Communities	We are open-minded and curious. We engage actively with all our communities. We listen closely to understand their needs and feedback and respond constructively.
Inclusive	We are inclusive and foster relationships that are open, respectful and caring.
Impact	Our energy is directed outwards. We measure our success based on the impact we achieve for people living with MS.
Accountable	We are effective and take pride in consistently delivering on our commitments. We are disciplined in planning, executing and evaluating our work. We each accept responsibility for our actions and results.
Innovative	We have the confidence to seek out opportunities for success and the courage to pursue new ideas. We initiate change that makes sense and push for better outcomes.
Recognition	We celebrate successes together. Achievements are recognised, rewarded and built upon.



Trustworthy	We build credibility through being trustworthy and transparent in all our dealings.
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## **MS Advisory Council (MSAC)**

### **Our Purpose:**

MSL has 3 Multiple Sclerosis Advisory Councils (MSACs). These Councils are the representative bodies for people with MS in the ACT, NSW and Victoria. They serve as a direct voice on behalf of people with MS, their carers and families. While the MSL Board remains the governing body of the organisation, each MSAC serves as an advisory committee to the MSL Board.

The role of each MSAC is to consult with, and provide strategic advice to, the MSL Board, the CEO and senior management team on a range of strategic and organisational developments in relation to service development and delivery, fundraising, public policy advocacy and the media.

This consultation is focused on ensuring that MSL is effective and efficient in supporting and promoting the wellbeing of people with MS, their families and carers in relation to all of the above matters.

### **Position Purpose:**

<p>All members of MSAC are people with MS or carers of people with MS who individually and collectively play an active role, through meeting participation, networking, research and advocacy, to represent the needs and views of people with MS, their carers and families.</p> <p>This representation is primarily made to the Board and Management of MSL and may include other stakeholders from time to time (e.g. Government) as determined by the Chair of MSAC in consultation with the Board and Management of MSL.</p>
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### **Specific Requirements & Circumstances:**

<p><b>Appointment &amp; Tenure</b></p> <p>MSAC members will be appointed a 2-year term by the MSAC Chair and approved by the MSL Board. Members may re-nominate for a further consecutive 2-year term. To ensure that MSL receives advice from the widest possible number of people, continuous appointments will not exceed 4 years.</p> <p>Appointment will be confirmed by a formal letter of appointment from the MSAC Chair, setting out the terms of the appointment and the expectations of members' role and contributions. Members will be required to confirm their acceptance in writing.</p> <p>When the offer of appointment is made, both the Chair and the member will be subject to a 2 month cooling off period where either party has the ability to terminate the appointment.</p>
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If members face unforeseen hardship during their term due to ill health or circumstance change, it may be possible to negotiate a leave of absence. This is to be discussed with the Chair and put forward to the Council for decision and motion. MSAC members who are unable to complete their term due to a decline in health, cognitive function, or other changes in circumstances should provide their resignation to MSAC Chair in writing. Replacement of members will occur upon the advice of the MSAC Chair and is at the Board's discretion.

Half of each MSAC's membership will be open for nominations annually (so as not to turn over all members at one time).

The Board may remove any appointment on the following grounds:

- If the conduct of the member is deemed not to be conducive to the Purpose and Objectives of MSAC; and/or
- If a member is absent from two (2) consecutive MSAC meetings without seeking leave of absence which shall not be unreasonably withheld.

### **Confidentiality**

MSAC members, during their appointment or afterwards, may not disclose or use any confidential information belonging to or concerning the affairs of MSL.

'Confidential information' includes, but is not limited to, any information (written or oral) of a commercial, operational, technical or financial nature which is not publicly available, such as:

- information relating to the methods used by MSL in operating its business;
- business plans or strategies, marketing plans or strategies, client lists or pricing information relating to MSL, its clients or prospective clients; and
- information relayed to MSAC members in the course of their duties which is by its nature confidential or sensitive (including personal information relating to customers, employees, volunteers, clients, service providers).

A breach of confidence will constitute misconduct which may result in dismissal from MSAC.

Members of MSAC must not:

- use this confidential information other than in the proper performance of their duties; or
- disclose this confidential information to a third party unless specifically authorised in writing by MSL.

This does not prevent the general discussions of the work and role of MSL in the expected and required communications between MSAC members and people with MS and their families/carers, however it does emphasise that care needs to be taken in this work not to disclose sensitive and confidential information.

MSAC members will understand their privileged access to confidential information about other committee members, MSL staff and other PwMS is to be treated with strict respect and confidentiality.

MSAC members who are unsure of what is meant by confidentiality in general or in relation to a particular issue are expected to confer with the MSAC Chair.

It is a requirement of membership to MSAC that each member sign a membership agreement,

agreeing to the above mentioned regulations and conduct rules within MSAC.

### Time Commitment

As an approximate guide it is expected that MSAC members will:

- Attend at least five (5) of the six yearly MSAC meetings lasting 3-4 hours unless circumstances are exceptional (i.e. ill health, extended leave and so on),
- Contribute to project work within their portfolio group inside and outside of meeting time to the best of their ability,
- Meet with people on the MSL Leadership Team in relation to portfolio responsibilities, approximately 2-3 times annually,
- Be in touch with people with MS and their families, listening to their concerns and keeping them informed of MSAC and MSL activities, through the internet, chat rooms, peer support, PwMS, and other forums,
- Read the agenda and accompanying material, including previous minutes before meetings,
- Contact Chairman for items to be on meeting agenda at least 5 working days before meeting commencement,
- Honour signed contract about meeting rules i.e. timed speaking, only discussing items on agenda and so on,
- Respond to all correspondence (including Chair's emails) promptly with a reply/queries; and
- Access the intranet every 2-4 weeks

### Other Requirements

Members agree to abide by all directions and regulations associated with appointment as provided for in the MSAC Charter.

It is also required that each member conduct an annual review of their individual capacity within the group, including both strengths and areas for development. This will be reviewed with MSAC Chair annually.

### Key Responsibility Areas:

Key Area of Accountability	Specific Tasks & Responsibilities
Stakeholder consultation	<p>Keep actively in touch with people with MS and their families and/ or carers, listening to their concerns and keeping them informed of MSAC and MSL activities, through the internet, chat rooms, peer support, PwMS, and other forums.</p> <p>Meet with people on the MSL Leadership Team and/ or MSL Board as needed in relation to portfolio responsibilities (approximately 2-3 times</p>

	annually).
Research & portfolio	<p>Access the intranet every 2-4 weeks.</p> <p>Proactively and positively contribute to project work related to portfolios with the relevant sub-group/s inside and outside of meeting time.</p>
Meeting conduct and participation	<p>Attend at least five (5) of the six yearly MSAC meetings lasting 3-4 hours unless circumstances are exceptional (i.e. ill health, extended leave or similar).</p> <p>Contact Chairman for items to be on meeting agenda at least 5 working days before meeting commencement.</p> <p>Read meetings minutes and associated papers.</p> <p>Be familiar with the processes used to conduct meetings</p> <p>Respond to all correspondence (including Chair's emails) promptly with a reply/queries.</p> <p>Honour signed contract about meeting rules (timed speaking, only discussing items on agenda, listen to remarks of others with an open mind, and so on).</p> <p>Be prepared to discuss only items on the agenda.</p> <p>Address all remarks through the chair.</p> <p>Be proactive between meetings in aiding the Chair.</p> <p>Prepare relevant information regarding portfolio work, including the production of appropriate written reports, for distribution to MSAC members. Written reports are to be forwarded to the Chair in the first instance and in a timely fashion prior to a meeting.</p> <p>All verbal reports must be accompanied by a written report.</p>

### Occupational Health & Safety (OHS) Responsibilities:

- Comply with OHS policies, procedures and directions,
- Adopt safe work practices that comply with OHS requirements,
- Take reasonable care of your own health and safety and the health and safety of other people who may be affected by your conduct in the workplace,
- Ensure that any hazardous conditions, near misses, injuries and illnesses are reported immediately to your Line Manager or OHS representatives and complete an Incident Report Form within 24hours of the incident occurring,
- Participate in meetings, training and other relevant health and safety activities,
- Not wilfully place at risk the health or safety of any person in the workplace,
- Ensure behaviour in the workplace does not discriminate, bully or harass; and
- Wear personal protective equipment as required.

## Organisational Relationships:

Reports to:	MSAC Chairperson
Direct Reports:	None

## Key Selection Criteria:

Knowledge, Skills & Experience	
Essential:	<p><b>1. Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• A sound awareness of a broad range of issues affecting people with MS and their families,</li> <li>• A demonstrated capacity to build an understanding of, and focus on, strategic issues and the relationship to both individuals and organisations; and</li> <li>• Membership of MSL mandatory.</li> </ul> <p><b>2. Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• A focus on the needs of people with MS and/or their carers as a 'population', not only as individuals,</li> <li>• Effective listening and communication skills,</li> <li>• Established links with people who have MS and their families,</li> <li>• An ability to be considerate of a diverse range of views,</li> <li>• Active and constructive contribution to discussions – enthusiastic and self assured; and</li> <li>• A capacity and commitment to maintain confidentiality.</li> </ul>
Desirable:	Additional 'special' capabilities and experience that adds further value to the functioning of the Council.