

POLIO ADVISORY COMMITTEE GUIDELINES

Context

The Polio Advisory Committee (PAC) is an advisory committee to the Polio Community Officer position within the Community Support Services Branch of PQV, on matters concerning members of PNV. The PAC is elected from members of PNV.

Polio Network Victoria

Polio Network Victoria (PNV) is a broad network of people who have survived polio. It is auspiced by ParaQuad Victoria (PQV).

Goals

- To increase the wellbeing and independence of people who have had polio by:
 - The provision of current information on polio and its possible late effects to people who have had polio, their families, friends, carers and advocates;
 - Maintenance of current information on the availability of services to assist people who have had polio, their families and carers;
 - Assisting in the formation and networking of community support groups for polio survivors, their families and friends;
 - Organisation of seminars, workshops and conferences for people who have had polio, their families, friends and carers, health professionals and those who are interested in polio related issues; and
 - Maintenance of a positive working relationship with Polio Services Victoria and any other organisations interested in polio issues.
- To advocate on behalf of people who have had polio on issues related to polio or disability.
- To increase the awareness of PNV to potential members, community groups, service providers and health professionals.
- To advise people to discuss immunisation against polio with their doctors and health service providers

Polio Community Officer

Role

- The goals and objectives of the Polio Community Officer are as stated in the position description.
- The role of the Polio Community Officer in relation to the:

Polio Advisory Committee:

- To accept responsibility for arranging meetings, maintaining records and ensuring action plans are followed through to completion.
- To issue to all new PAC members at the first meeting they attend, a copy of the guidelines and all information relevant to the conduct of the PAC. This should include such information as what, if any, expenses may be recovered, and the method of doing so.

Polio Support Groups:

- To establish and maintain channels of communication and consultation with all Polio Support Group representatives.
- To visit Polio Support Groups on a regular basis.
- To provide to groups the regularly updated “PNV Manual

Members of PNV:

- to provide information to people who have had polio, their families and carers.
- to provide members who do not have an established Polio Support Group in their region/area with opportunities to attend Polio Information Sessions on a regular basis.
- to advocate on behalf of members on systemic issues relating to polio.
- to advise people experiencing difficulties about relevant rehabilitation units and/or local community health care providers.

Polio Advisory Committee

Role

- Advise the Polio Community Officer on issues of relevance to people who have had polio;
- Assist the Polio Community Officer in developing action plans;
- Confer with the Polio Community Officer when matters need to be discussed and/or clarified;
- Provide assistance and support at PNV events and seminars;
- Maintain a positive relationship with Polio Services Victoria through regular feedback and information exchange with the Polio Services Victoria Coordinator.

There is no delegated authority from the PQV Board to the PAC authorising the PAC to represent PQV.

The responsibilities of the PAC Chairperson are to ensure that:

- The agenda is observed and Minutes are recorded accurately
- That the meeting runs smoothly and in a timely fashion
- That everyone is given an opportunity to contribute to discussions
- Act as PAC spokesperson and signs off on PAC correspondence

Responsibilities of Members of the PAC

Each member of the PAC:

- Must be a current financial member of PQV
- To attend meetings as scheduled
- To abide by the PAC Guidelines
- To bring to the PAC issues raised by members of PNV for discussion and/or clarification
- To actively and positively promote activities, events and services of PNV and PQV among members of PNV and the wider community.

Composition of the PAC

The PAC should comprise eight elected members which include:

- Two rural PNV members (minimum)
- Two non-Polio Support Group or 'independent' members (minimum)
- Four general PNV members

Note: The Polio Community Officer will attend meetings of the PAC. PAC meetings may also be attended by the Executive Manager, Community Support Services and other PQV staff.

The PAC may co-opt up to two people who have a special interest in polio or PNV for one year or until the next election. Invite people with special expertise to work with the PAC on short-term special projects or events for the term of that project.

Following the elections, the PAC will nominate a Chair for the period of one year until the next election. The Chair may be re-nominated for an additional year, i.e. serving 2 consecutive years, before rotating to a new Chair.

The Polio Services Victoria Coordinator will attend every second meeting to exchange information.

Election Guidelines

- The PAC or their appointee shall organise an election each year.
- At least 21 clear days shall elapse between the nominations being called for and the closing date.
- The nomination form shall ask the nominee to confirm that they are already a financial member of PQV.
- The receipt of ballots for the election shall be received not later than the date specified by the PAC.
- A list of candidates and a ballot paper shall be distributed at least 21 days prior to the closing day for ballots.
- Each voter shall cast four votes in the following categories, one for an independent member, one for a rural member, one for a metropolitan member, and one for a member of any group.

- After the closing time of the ballot the ballots are to be jointly counted by the Polio Network Coordinator, a representative of the PAC (being a person not standing in the election), and a member of PQV who is not a member of the PAC or PNV.
- Any ballot paper not completed according to the required formula shall be invalid.
- The candidate with the most votes each of the three categories shall be deemed to be elected from that category, and the remaining person with the most votes overall shall be deemed to be the fourth person elected.
- The final results of the election shall be published on the PAC and PQV website and the Spring edition of Polio Perspectives.

Election Process

- The Eight representatives of the PAC are elected by members of the PNV.
- Each member will be elected for a period of two years. Elections will be held each year to fill half (four) of the positions.
- There will be a maximum number of three periods (six years) that a person can be on the committee without being required to stand down for at least one election.
- Nominations will be called for in the Autumn edition (March) of 'Polio Perspectives' each year.
- If the number of nominations is equal to, or less than, the number of vacant positions those nominated shall be automatically elected.
- If the any positions remain unfilled the PAC may second members of the PAC to the vacant positions under the same circumstances as if the vacancy were due to a PAC member resigning.
- Details of those nominated, and Ballot Papers, will be distributed in the Winter (June) edition of 'Polio Perspectives'.

Votes will be counted as near as practicable following close of nominations.

- New positions on the PAC will be taken up in July for a period of two years.
- Should any member of the PAC resign, or cease to be a member of the PAC for any reason prior to completing their term of appointment, a member of PNV may be seconded to fill the vacancy until the end of that 2 year term.
- Where a member has been seconded to fill a vacant position on the PAC their six years is deemed to commence at the start of the term that they were seconded to complete, as if they had been elected and served for the complete 2 year term.

Meetings of the PAC

- Meetings will be held monthly – except December - at a time and place determined by members of the PAC.
- Extraordinary meetings will be called as required and as agreed to by Committee members.
- The Polio Community Officer will prepare and distribute an Agenda to Committee members approximately one week prior to each meeting.

Discussion & Decision Making

- Meetings will be conducted in a manner which maximises participation of all members and encourages consensus. Each member of the PAC will be encouraged to contribute their ideas, thoughts, and opinions on all matters being discussed.
- All issues brought to the PAC will be openly discussed prior to any decisions being made or action plans developed.

Confidentiality

Confidential issues may be discussed *in camera* but this should be exceptional.

Action Plans

- Decisions of the PAC will be recorded in the meeting Minutes.
- The Polio Community Officer, members of the PAC and delegates of PQV will be responsible for ensuring that all Actions are followed through.
- Minutes will be posted on the *Polio Network Victoria* web site prior to the next scheduled

PAC meeting.

Attendance

PAC members are expected to attend all meetings. In the case of illness, holidays or other extenuating circumstances that prevent attendance, members should contact the Polio Community Officer to have their apology officially recorded. Members who consistently fail to attend meetings in any one year without forwarding an apology will automatically forfeit their position on the PAC.

Special Purpose Post Polio Fund Guidelines

The following guidelines have been agreed to between PQV and the Post Polio Foundation. Any activities that are generated through the Special Purpose Post Polio Account will be included in editions of Polio Perspectives to ensure PNV members are kept up to date with new initiatives.

Background

The Post Polio Foundation (PPF) transferred funds to ParaQuad Victoria along with specific conditions for their use. These Guidelines detail how the Post Polio Foundation funds (now known as the Special Purpose Post Polio Account) will be managed and allocated to various projects.

Aim

The aim of the fund is to finance the development of educational material and to conduct at least one post polio educational event per annum. Should larger sums of money become available, it would be desirable to be able to move beyond education to other forms of support for people with post polio once the educational activities have been undertaken each year.

Process

- The Polio Community Officer will seek ideas from members of PNV regarding suitable projects in line with the aims of the Special Purpose Post Polio Account for consideration in the annual budgetary process.
- At the PAC meeting, the PAC will be provided with details of expected interest income on the amount in the specific purpose fund at the start of the budgetary process.
- The PAC will then make recommendations to the Polio Community Officer on projects to be considered for funding during the next financial year.
- These recommendations will take into account:
 - The aim of the Special Purpose Post Polio Account
 - The cost of the project (where possible interest only should be expended each year)
 - The complexity and length of time taken to complete the project
- The PAC is to be provided with regular project updates including expenditure against budget.