

## **Job Description for the Provincial/Regional/Community Representative of the Consumer Advisory Council (CAC)**

Responsibilities of CAC members:

To the arthritis community at large:

- To support basic and clinical arthritis research within the Canadian Arthritis Network (CAN) and in Canada;
- To provide CAN orientation to people with arthritis who may participate in CAN projects or activities;
- To collaborate with other consumer-centered arthritis organizations on consumer and research initiatives.
- To liaise with arthritis related organizations in province/ territory and nationally.
- To attend local, provincial/territorial and international conferences and workshops as opportunities arise and based on suitability.
- To liaise with government on arthritis advocacy issues on an as needed basis.

To CAN:

- To participate regularly at the decision-making level in arthritis research within CAN; Areas of participation may include:
  - CAN Board
  - CAN Research Management Committee
  - CAN Training and Education Committee and Review Panel
  - CAN Scientific and Medical Advisory Council
  - CAN Membership Committee
  - CAN Partnership & Sustainability Committee
  - CAN Strategic Research Initiatives (SRIs)
  - CAN Strategic Research Initiatives Development (SRIDs)
  - CAN Strategic Research Resources (SRRs)
  - CAN Discovery Advancement Programs (DAPs)
- To assist CAN researchers with the identification of people with arthritis for participation in CAN projects;
- Based on member availability, to participate in all rounds annually of CAN's Training and Education (TEC) Grant Review and Scientific and Medical Advisory Committees;
- To support the Knowledge Transfer and Exchange (KTE) of arthritis research information to people with arthritis and consumers-at-large as well as the marketplace.

To the Consumer Advisory Council (CAC):

- To work to ensure that the Council Strategic Plan harmonizes with the CAN Strategic Plan;
- To participate in training to ensure effective participation in Council and CAN;
- To train and mentor fellow Council and Allied members;

- To seek and secure appropriate training which will allow Members to participate in CAN, the arthritis research community-at-large, industry and government in a meaningful way;
- To participate as a consumer member in the planning, design and organization of CAN conferences and workshops;
- To prepare quarterly reports of activities undertaken on behalf of CAC and other arthritis related organizations;
- To attend all in-person Council meetings held in various parts of Canada and the annual CAN Scientific Conference;
- To participate in teleconference meetings;
- To organize CAC meeting and training workshops when CAC meeting is designated in member's province/territory;
  - Invite local arthritis consumers and/or organizations, which might be interested by topics of each training workshop;
  - Recruit "trainers" on each topic;
  - Take responsibility for the logistics of the CAC meeting.

NOTE: If a member is unable to fulfill his or her agreed upon duties, the member is expected to promptly advise CAC by contacting one or both of the CAC Chairs, or all CAC members if they choose to do so. CAC members, by consensus, will act on the matter in the best interests of CAC.

## Requirements

Selection criteria for new Council members includes, but is not restricted to, the following:

- A strong interest in arthritis research;
- Informed on a broad range of arthritis issues;
- Experience in consumer-centered arthritis organizations;
- The willingness and ability to articulate the needs and concerns of people with arthritis at all CAN meetings and activities;
- Barring unforeseen issues or complications with one's arthritis, willingness to serve a minimum two year commitment to the Council;
- The interest and desire to receive appropriate training in order to participate in CAN Peer Review;
- The ability and interest to train and mentor other arthritis consumers interested in research participation;
- Willingness and commitment to advocate for arthritis research in established and innovative ways.
- Ability to prepare and submit a quarterly report of activities relating to CAC detailing hours, type and affiliation of each activity (template supplied)
- Computer literacy and ability to work through email and teleconferences.

## Succession Planning

<b>Name</b>	<b>Province/regional/community</b>	<b>Starting date</b>	<b>Resignation date</b>
Cathie Hofstetter 1	Ontario	February 2002	February 2006
Jay Fiddler (co-chair)4	British Columbia	February 2003	February 2007
Anne Dooley 3	Allied organization/Canadian Arthritis Patients Alliance	November 2002	November 2006
Sandy Lockwood 7	Allied organization/Arthritis Consumer Experts	November 2004	November 2006
Wilson Quail 5	Saskatchewan	November 2003	November 2007
Diane Gerhard 6	Manitoba	February 2004	February 2006
Joyce Greene 6	Aboriginal	February 2004	February 2006
Corrie Billedeau 6	Allied organization/Patient Partners®	February 2004	February 2006
Delphine Elleze 6	Northern Canada	February 2004	February 2006
Jean Légaré (co-chair)2	Quebec	April 2002	April 2006
Marlene Harrison 6	Alberta	February 2004	February 2006
Anne Fouillard 6	Nova Scotia	February 2004	February 2006