

# Committee Inductions

## What does a consumer representative need to know?

### Who will they be working with?

- Who is the chair of the committee?
- What are the contact details of the chair?
- Who is the secretariat of the committee?
- Who can they contact if they have any issues or questions and best way to contact them?

### What is the role of this committee?

- Have they been given the Terms of Reference?
- Who does the committee report to?
- Who reports to the committee?
- Is there an organisational chart available?
- What has the committee achieved?

### How can they contribute to the committee?

- Are the meetings formal or informal?
- How much preparation time before and after the meeting is required?
- When are the meeting papers sent out? Do they need hard copies of the meeting papers?
- How often will there be out-of-session issues to be dealt with?
- What would be the best way to contact them to ensure they can have effective input on these issues?

### Forms and Reimbursement

- Have they filled out the reimbursement forms?
- Has the Chair signed the form?
- Do they know when they will be reimbursed?
- Confidentiality - what is required?
- Do they have any access needs?

**If you have any questions about reimbursement, contact HCCA for advice and information.**

### Who will they be working with?

- Do they know where the meeting will be held?
- If held in person what facilities are in the building and how do they access it?
- Is parking available?
- If held online what platform is used?

**Do you have any queries or concerns? Please contact us!**

