

TERMS OF REFERENCE

Advocacy and Engagement Committee

Purpose

The Council of Academic Public Health Institutions (CAPHIA) is the peak advocacy body that represents universities and aligned organisations that educate, research and develop the public health workforce throughout Australasia. CAPHIA’s mission is to improve the public’s health by advancing public health education, research and workforce development. Advocacy is one of four strategic pillars in the 2025 – 2027 Strategic Plan, focusing on optimising understanding of and investment in academic public health.

The Advocacy and Engagement Committee leads CAPHIA’s strategic advocacy efforts and fosters engagement with the CAPHIA community. This includes influencing academic public health policy, enhancing CAPHIA’s visibility, and strengthening relationships with government bodies, public health organisations, and the broader community.

Roles and Responsibilities

The roles and responsibilities of the Advocacy and Engagement Committee will be to:

1. **Advocacy Strategy:** Develop and implement CAPHIA’s advocacy strategies to influence academic public health policy at local, national, and international levels.
2. **Policy Development:** Draft and contribute to position statements and submissions to government consultations on issues relevant to academic public health.
3. **CAPHIA Awards:** Determine and assess the annual CAPHIA Awards to recognise and reward excellence and innovation in contemporary academic public health.
4. **Communication:** Promote CAPHIA’s advocacy initiatives through internal and external channels, including social media, newsletters, and public forums.
5. **Member Engagement:** Encourage and support members of CAPHIA’s community to participate actively in advocacy activities and initiatives.

Tenure

The Advocacy and Engagement Committee (the Committee) will operate until March 2027, at which time the Board will determine the operation and focus of the Committee.

Meeting Frequency

The Committee will meet at least once every three months and, at the discretion of the chair, may meet more often.

Authority to Amend Terms of Reference

The CAPHIA Board at all times retains the unilateral ability to change these Terms of Reference at its discretion.

Authority to Create Subgroups:

The Committee is authorised to create time-limited subgroups to complete operational plan goals and/or enact the Committee's responsibilities. Additional members may be appointed or elected to achieve these goals.

Membership

Membership of the Committee will consist of:

- Up to 10 Ordinary Members (no more than two per institution/university), selected based on gender, diversity and academic expertise.

Membership Eligibility

Staff members and students from CAPHIA member institutions are eligible for selection to membership of the Committee. The CAPHIA Board will oversee the selection process.

Chair/s

The Chair/s of the Committee will be selected by the CAPHIA Board of Directors.

The CAPHIA Chair may request verbal or written updates to the CAPHIA Board meetings from the Committee representative.

Reporting Lines

The Committee directly reports to the CAPHIA Board of Directors.

Version Control

| | |
|---------------------|------------|
| Date Adopted | March 2025 |
| Version | 1.0 |
| Review Date | March 2027 |