

Motivation Australia's reference group:

Terms of reference



1. Motivation Australia

Motivation Australia (MA) is a not-for-profit disability and development organisation working to improve the quality of life of people with disabilities in the Asia Pacific Region. Our vision is that everyone's right to participation and inclusion is realised. Our Mission is to enable people to stay healthy and access rehabilitation and assistive technology from local services through trained personnel.

2. Reference group

2.1 Membership

The Reference Group is made up of Australian and New Zealand based professionals who support the work of MA by providing voluntary, expert advice in a range of speciality areas. We are particularly looking for people with a passion and skills in:

- Assistive technology
- Rehabilitation
- Research and publication
- Child safe practices
- Gender equity and inclusion
- Managing clinical services
- Human resource management
- Fundraising and communications
- Financial management.

MA values the time, commitment and expertise of all of our volunteers. It is important that volunteers get as much (if not more!) out of their engagement with MA as we do. These guidelines around membership are designed to support positive, valuable experiences and ensure that we meet our obligations as an organisation to be a safe, effective and professional team.

Membership on the Reference Group is:

- **For two years:** Which may be renewed by mutual agreement
- **Voluntary:** Costs associated with being a member are the responsibility of the volunteer.
- **In accordance with our child safe practices:** All volunteers are required to provide MA with a current police clearance certificate.

Reference Group members:

- **Are MA members:** Members make an annual donation of \$50 or more OR monthly donations of \$10 or more. You may also choose to become a life member with a donation of \$500 or more.
- **Provide best-practice advice:** Respond to a request from the Reference Group members based on their experience, evidence-informed practice or industry standards.
- **Are invited to develop and deliver a short in-service:** Within the two year membership, members are asked to contribute to Continuing Professional Development (CPD) opportunities for MA personnel by delivering in person or online training sessions. Depending on the topic and interest, these sessions may also be attended by other Reference Group members and MA partner personnel.

Reference Group members will benefit from:

- **CPD opportunities:** All Reference Group members are welcome to attend MA or Reference Group CPD sessions, with online facilitation by MA.
- **Professional advice and support:** All Reference Group members are encouraged to share clinical, technical or other questions with the Group, to support their own development and practice.
- **In country volunteer opportunities:** Reference Group members will be given preference when volunteer opportunities are advertised.
- **Access to MA training resources:** Including illustrations, artwork, training materials and notes.
- **Supporting the work of MA:** Through your efforts, you will be directly contributing to the work of MA in the Pacific Region.

Reference Group members may be asked to:

- **Answer specific questions relating to best practice:** This can include questions from MA, our partners or other Reference Group members.
- **Peer-review training resources or service materials:** Such as training packages focused on a specific clinical or technical skill, a 'factsheet' about a specific approach or method of treatment, service policies or procedures.
- **Provide in-services.**
- **Guest edit the Pacific Islands facebook group:** Personnel in our partner organisations have joined a closed facebook group, see the link below. Guest editing is a great way to connect with providers across the region, and generate some personal connections!

Reference Group members are encouraged to stay in touch with MA and our programme work through:

- Facebook Page: <https://www.facebook.com/MotivationAustralia/>
- LinkedIn: <https://www.linkedin.com/company/3013490/admin/>
- Pacific Island Prosthetics, Orthotic and Wheelchair Group: <https://www.facebook.com/groups/PIPOWG/?fref=nf>
- MA news: You can sign up to our mailing list during your membership application process, or by clicking here: <https://motivation.us5.list-manage.com/subscribe?u=dc1e84993df9a927dd60b25c6&id=00ccd1839d>

2.2 Acknowledgements

Reference Group members are listed on the MA website with a photograph and short professional biography. The work of the Group as a whole is acknowledged in our Annual Report and specific inputs may be noted in our quarterly Member Updates.

2.3 Confidentiality

The content of Reference Group communications may contain confidential information. The MA team will inform the Reference Group when confidentiality is required.

2.4 Copyright

Reference Group members may provide MA with supporting documents, for example: service resources, journal articles or client information material. MA may incorporate these documents into our own resources (with appropriate acknowledgement).

MA asks Reference Group members to indicate when providing these documents if permissions to the documents are subject to copyright, or are restricted in any way.