1. **Establishment and Purpose**

   The Victorian Comprehensive Cancer Centre (VCCC) [name of program] Steering Group has been established as a Program Steering Group reporting to the VCCC Board Committees.

2. **Roles and responsibilities of the Steering Group**

   The Steering Group – with support from, and in collaboration with, the VCCC Program Management Team – will provide expertise and advice to guide program implementation and evaluation.

   The role of the Steering Group is to:
   
   - To drive implementation of the program in partnership with the VCCC and in line with the program outline (Appendix A) approved by the VCCC Board and submitted to DHHS as part of the Strategic Plan.
   - To work collaboratively with VCCC staff who will be responsible for providing monitoring and program management support at an appropriate level.
   - To contribute to any reporting requirements as outlined in the VCCC Funding Agreement 2021-2025.
   - To monitor overall program planning and implementation.
   - To provide regular reports on decisions and program progress to the board committees:
     - VCCC Cancer Research Advisory Committee
     - VCCC Cancer Education and Training Advisory Committee
     - VCCC Cancer Consumer Advisory Committee
   - To work collaboratively with VCCC staff to anticipate and mitigate risks to the program
   - To make any recommendations to the board committees as required.
   - To contribute to, and oversee, evaluation plans.

3. **Period**

   The Steering Group will be convened in Q1 2021 for a maximum period of 3.5 years to coincide with the term of the VCCC Funding Agreement and the duration of the program.

4. **Membership**

   The VCCC values diversity, supports and promotes equity and broad representation on its committees and requires representation from people affected by cancer in the design of new initiatives. Diversity will be considered in the formation of this Steering Group.

   Members of the Steering Group will have expertise in areas related to the goal of the Strategic Program. At a minimum the Program Steering Group will comprise:
   
   - Members with specific expertise required for the program
   - Consumer representatives

   Preferably, the Program Steering Group will comprise:
   
   - Representation from all VCCC members to whom the program is relevant
   - At least one expert from Regional Victoria
• Two consumer representatives
• A limited number of participants from VCCC partners (e.g. Cancer Council Victoria, Monash Partners Comprehensive Cancer Consortium, Department of Health and Human Services, Victorian Integrated Cancer Services).

The number of members per organisation will be capped at three, unless an exception has been granted by the VCCC Executive Director. The Steering Group will have the authority to consult and engage non-committee members on an ad hoc basis as necessary.

5. Chair
The VCCC Strategy Group will nominate Co-Chairs prior to the formation of the Steering Group. Exceptions to the Co-Chair model will be reviewed and granted by the VCCC Executive Director.

6. Conflicts of Interest
Written declarations of conflict of interest (COI) will be submitted on appointment to the Steering Group and as any new conflict is identified, using the VCCC Conflict of Interest Declaration Form. Records will be kept by the Program Management Team, and declarations will be discussed at the next Steering Group meeting.

7. Quorum
A quorum will be at least half the steering group members either in person or via any electronic means. Decisions will be by consensus. Where consensus cannot be reached, matters will be reviewed by the relevant VCCC Board Committee.

8. Meetings
   a. Frequency
   Meetings will be held on an as needed basis and approximately every 2 months.
   b. Agenda and papers
   Agenda and papers will be distributed by the Program Management team for each Steering Group at least one week prior unless there are extenuating circumstances. Some items will remain standing items on each agenda, including Consumer Engagement opportunities/strategies, and any new COI to declare.
   c. Minutes
   Minutes of meetings will be distributed to members of the Steering Group, during the period in which they are active, as a draft by email within 7 days after each meeting. Minutes will be approved at the subsequent meeting.