



## **Consortium Advisory Board Terms of Reference**

**Updated: January 19, 2024**

### **I. Purpose**

The Consortium Advisory Board (CAB) serves to provide collaborative consultation, input, and advice to the Consortium Executive Director and core Consortium staff on the strategic direction and programs of the UCSF-UC Law Consortium on Law, Science & Health Policy. CAB members also spearhead the community and capacity-building work of the Consortium by proactively connecting threads and resources of the community together, deepening relationships, and broadening networks.

### **II. Structure**

- A. **Membership.** Consistent with its intended purpose, the CAB represents key stakeholder groups of the Consortium including faculty and other campus leaders, learners, alumni, and the broader community. The CAB shall be comprised of 10 members:
  - 1. Three (3) UCSF Faculty Members, here defined as inclusive of individuals with any level of faculty appointment and/or non-faculty PI-Eligible Research Staff and/or other campus leaders with comparable status, such as UCSF Health clinical and administrative leadership.
  - 2. Three (3) UC Law Faculty Members, here defined as inclusive of individuals with any level of faculty appointment and/or non-faculty, PI-Eligible Research Staff and/or other campus leaders with comparable status.
  - 3. One (1) Current or Former UCSF student, learner, or trainee
  - 4. One (1) Current or Former UC Law SF student, learner, or trainee
  - 5. Two (2) Community Members, defined as individuals who are representative of the communities impacted by current or prospective Consortium research and policy initiatives.

The Consortium Executive Director shall convene and facilitate each meeting, along with Consortium core staff based at UC Law SF, including the Associate Director and Projects Coordinator. Additional project staff or stakeholders may attend on an ad hoc basis to provide reporting, updates, or other presentations helpful to the CAB.

### **B. Appointment Process, Criteria, and Terms**

Open CAB seats shall be filled following an open recruitment process, receipt of expressions of interest, and consensus vote of current CAB membership, the Consortium Executive Director, and Consortium staff. Criteria for membership include:

1. Demonstrated understanding and/or experience of the role of law and policy as a determinant of health and health care and its contribution to health outcomes and inequities;
2. Demonstrated commitment to a collaborative and inclusive approach to service;
3. Sufficient available time to dedicate to the work of the CAB, including commitment to attend all meetings, participate in committees or working groups which the CAB may decide to form, and engage between meetings as may be required;
4. Ability and willingness to serve the functions of the CAB, described below.

Each CAB member shall serve a 2-year term. Terms may be renewable in consultation with the Executive Director and assent of the remaining CAB members.

C. Meeting Schedule. The CAB shall meet quarterly, with at least one meeting held in person. Meetings shall be held in the following months and scheduled based on mutual availability:

- July
- September
- February
- April

D. Specific Functions

Each member of the CAB, individually and in collaboration with others, shall:

1. Provide insights, advice, and consultation on the programs and strategic development of the Consortium;
2. Proactively identify and facilitate connections and network-building across campuses and the community to support the multidisciplinary, multistakeholder initiatives of the Consortium;
3. Review and advise on Consortium Affiliate appointments or designations such as “Consortium Senior Scholars”;
4. Review and select proposals for the annual Consortium Health Justice Events Program;
5. Connect Consortium stakeholders to resources and funding opportunities to sustain and enhance Consortium initiatives.

E. Committees and Working Groups

The Consortium Executive Director and CAB may elect to form committees and working groups as needed to conduct focused work outside of regular quarterly meetings. If formed, each committee and working group shall have at least one designated chair and shall report its activities at quarterly meetings.

## F. Compensation

CAB members shall each receive an honorarium of \$1,000 per year for a total of \$2,000 after two years. CAB members may be reimbursed for any reasonable travel costs associated with participation and provided meals for meetings held in person.

## G. Conflicts of Interest

During the term of service, CAB members shall immediately disclose to the Executive Director any conflicts of interest that may arise with respect to consultation on Consortium resource allocation decisions. If the conflict is unresolvable, the CAB member may be asked to recuse themselves from related consultation.

## H. Withdrawal

If a CAB member is for any reason unable to fulfill the remainder of their term, they shall immediately notify the Consortium Executive Director in writing of their intention to withdraw. Their honorarium may be prorated commensurate with the amount of time completed on the board.

The Consortium Executive Director, in consultation with the remaining CAB members, may fill the open seat for the remainder of the term without an open recruitment process. The interim CAB member shall be required to meet similar qualifications as the withdrawing member.

A CAB member failing to attend two or more quarterly meetings in a term year shall be presumptively withdrawn. The CAB member may seek to restore their position on the board by making a request in writing to the Executive Director. The Executive Director may restore the member to their position with the advice and consent of the CAB.

## I. Advisory Nature

The input, consultation, and advice of individual CAB members and the Board is critical and valuable to the Consortium Executive Director and staff and as such will be taken into account as part of programmatic decision making and implementation. However, nothing in these Terms of Reference shall be construed as an attempt to create a governing board of the Consortium, nor to supersede or contravene existing governance structures and policies of UC Law SF.