

New Zealand Wound Care Society

Leg Ulcer Advisory Group (LUAG)

Terms of Reference

Purpose	<p>The LUAG purpose is to provide expert advice on lower limb ulceration and undertake projects in relation to the prevention and management of lower limb ulceration.</p> <p>The LUAG developed and worked with the national Leg Ulcer Advisory Panel (LUAP) to provide national leadership specific to NZ settings that is consistent with the Trans-Tasman Venous Leg Ulcer Advisory Panel. Refer to separate LUAP terms-of-reference.</p>
Accountability / Reports To	<p>The LUAG is accountable to the NZWCS National Committee and maintaining professional links with the LUAP.</p>
Membership	<p>NZWCS Administrator will provide a secretary role.</p> <p>The LUAG consists of NZWCS members with expertise and a special interest in lower extremity wounds.</p> <p>Maximum of six NZWCS members required. Membership is decided from a formal process by way of LUAG communicating in writing to the NZWCS Committee for expressions of interest. The LUAG to review submissions and collectively decide membership by majority vote.</p> <p>The LUAG can co-opt NZWCS members if other specialist knowledge is required.</p>
Quorum	<p>Minimum of four members (excluding secretary) to conduct the business of the meeting.</p>
Agenda	<p>An agenda and supplementary materials (e.g. minutes of the previous meeting) are prepared by the secretary and will be e-mailed to members within a sufficient time frame before each meeting.</p>
Roles	
Co-ordinator	<p>The Group Co-ordinator will ensure time-frames are managed and relevant information is forwarded to group members. The Co-ordinator will present a report at the monthly national NZWCS Committee meetings. A formal report for the NZWCS Annual Report will be completed annually.</p>
Meetings	
Location of Meeting	<p>Use of teleconference and face-to-face meetings as approved by the NZWCS Committee.</p>

Time/Day of Meeting	Meeting frequency will be determined by the requirements of the LUAG.
Associated Documents:	Australia and New Zealand Venous Leg Ulcer Advisory Panel (NZ) Terms of Reference for New Zealand Implementation Panel (2013)

Updated February 2015

Approved by: LUAG members and President NZWCS – Emil Schmidt