



Life in Mind

# Life in Mind Champions: Terms of reference

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## **Introduction**

*Life in Mind* is a knowledge exchange portal providing translated evidence, policy, data and resources in suicide prevention, and host of the *National communications charter (the Charter)*.

## **Purpose**

The purpose of the *Life in Mind* Champion is to:

- Guide the development, implementation, evaluation and activities of *Life in Mind* and the Charter
- Represent the diverse needs of the mental health and suicide prevention sectors, government, industry and populations disproportionately impacted by suicide.

## **Roles and responsibilities**

The role of the *Life in Mind* Champions group is on a voluntary basis. The roles and responsibilities of the Champions are to:

- Participate in forums for discussion on key issues which are relevant to the achievement of program objectives
- Participate in online meetings (approximately two per year) and provide timely responses to email and telephone communications when required
- Provide advice and support to the project team on multiple components of the *Life in Mind* program, including how best to engage with those working in suicide prevention
- Identify potential barriers to the success of the program and propose strategies to address these
- Promote and advocate for the *Life in Mind* digital portal and the Charter
- Uphold the principles of the Charter
- Provide a short biography and headshot photo for inclusion on the *Life in Mind* portal.

## **Term**

Membership to the *Life in Mind* Champions group is 12 months, from July 2025 to June 2026.

A review of membership will be conducted at the end of each term by Everymind. Members may withdraw throughout the contract period by written notification to the Chair.

Membership does not reside with the organisation and therefore does not roll over to another individual if a Champion wishes to end their role as a member. Membership preference aligns with representatives holding senior-level positions.

If a Champion consistently fails to communicate with Everymind regarding their availability to scheduled meetings or their capacity to contribute to identified activities their membership may be revoked at Everymind's discretion.



## Membership

The *Life in Mind* Champions group will comprise of:

- Representatives from Everymind
- Suicide prevention leaders, researchers and lived experience representatives from the Australian mental health and suicide prevention workforce, including (but not limited to):
  - Peak and professional bodies
  - Rural, regional and metropolitan-based organisations
  - Professionals specifically engaging populations disproportionately impacted by suicide
  - Lived and living experience
  - Primary Health Networks
  - Researchers.

## Meetings

### Secretariat

Secretariat support to the *Life in Mind* Champions will be provided by Everymind and will include:

- Developing and circulating a meeting schedule in consultation with the Chair and members
- Arranging online and in-person meetings as required
- Developing the agenda for each meeting
- Distributing meeting papers prior to the meeting
- Following up on agreed actions arising from the meeting.

### Confidentiality

Information shared within meetings must not be used by representatives to the advantage of their organisation at the expense of other represented organisations. Champions will not reveal any confidential information discussed at meetings.

### Grievances

Grievances can be raised with the Chair or another *Life in Mind* project team member and will be managed accordingly with the best interest of the group objectives considered.

## Conflict of interest

Champions must declare any conflict of interest as they arise, especially where their membership and knowledge of *Life in Mind* or the Charter impacts direct or competitive funding. Declaration of conflicting representation and interests that may impact on a person's ability to fulfil the role as a Champion must be considered at commencement of, and throughout the membership period.





72 Watt St (PO Box 833)

Newcastle NSW 2300

02 4924 6900

[lifeinmind@health.nsw.gov.au](mailto:lifeinmind@health.nsw.gov.au)

[lifeinmind.org.au](http://lifeinmind.org.au)