

- Coordinate meeting dates and agendas and distribute these to group members via appropriate channels e.g. email, MS Teams link where appropriate
- Facilitate appropriate clinical questions including discussions and interpretation of relevant evidence through established medium (e.g. journal discussions, CAT, etc.)
- Coordinate the presentation at the biennial EBP Showcase in conjunction with members
- Maintain and update a current list of group members
- To support attendance/participation at NSW EBP Network training

Leaders ideally occupy their role for a minimum of 1 year and should provide a minimum of 4 weeks' notice prior to stepping down. To assist with training and succession planning, additional training and allocation of leadership tasks provided to group members who nominate themselves to perform extra duties.

Meetings

The NSW Adult Language EBP group will meet 4-6 times annually. The meeting dates will be set at the first meeting of each year (February meeting). The 2026 Meetings will be held via teleconference. Face-to-face meetings will be held an appropriate location, to be determined.

Terms of reference (TOR) will be reviewed on an annual basis.

TOR last revised by the Adult Language EBP group 30/01/2026.