**Victoria ALIVE**
[Organisation address]

**15 October 2019**

(Name)

(Address)

(Email)

**RE: Victoria ALIVE Project Advisory Group Position**

Dear (Name),

I am pleased to offer you a position on the Project Advisory Group (PAG) of the Victoria ALIVE project. The position is for a period of nine months, commencing December 2018 and is undertaken on a voluntary basis.

The PAG has the important role of providing feedback and advice to the project partners on project activities. This will include offering insights and perspectives based on your lived experience, and recommendations for the development of tools and resources

We will meet approximately every two months for the duration of the project. At least three weeks’ notice will be given of meeting dates. You can attend meetings in person or via teleconferencing and we will make reasonable adjustments to ensure meetings are accessible. You also have the option of providing feedback via phone or email if you are unable to attend a meeting in person.

Any concerns or questions you have can be directed to me or the PAG convenor at Volunteering Victoria.

I ask that you please acknowledge you have read the Victoria ALIVE Project Advisory Group Terms of Reference and accept your appointment to the committee by returning a signed copy of this letter.

I thank you for agreeing to undertake this position which is pivotal to the success of this important project.

Yours Sincerely,

(Name)

Chair, Project Advisory Group

Victoria ALIVE

(Name)

Project Advisory Group member