Organisational structure and functions

Wider membership
- Sign up to the consortium’s key priority areas for research and contribute to them.
- Disseminate and implement findings generated from research undertaken by the HDRC.
- Be committed to evidence-informed practice.
- Be willing to share with the consortium relevant learning, knowledge and findings of research carried out by themselves or their organisation.
- Contribute to the development of research projects and the writing of proposals, where appropriate, and be willing to provide information to assist the research coordinator in developing a research proposal.
- Assist the research coordinator in fulfilling project commitments, e.g. be willing to open up housing schemes or care homes to participate in research projects and facilitate participation; provide non-sensitive information relating to people with dementia; join a project advisory group should a specific area of expertise be required.

Association for dementia Studies (ADS), University of Worcester
- Host organisation
- Research support
- Chairs HDRC steering group.

Research Coordinator

Research
- Consult with the steering group and wider membership in setting the HDRC’s priority research themes.
- Consult service users in the development of the HDRCs research priorities.
- Identify funding sources for research work.
- Develop research bids, as agreed with the steering group.
- Contribute to research projects, to a level agreed with the steering group.
- Consult with the steering group throughout a research project.
- Disseminate findings

Project Management
- Undertake the PR function and develop communication channels e.g. e-mail membership with information and updates, write pieces for the media and newsletters, maintain the website; represent the consortium at functions.
- Expand the network e.g. extend HDRC membership, make links with potential research collaborators and funders, organise events and meetings
- Organise steering group meetings

Steering group
- Guides the work of the network.
- Identification of a research strategy and programme.
- Development of clearly defined research initiatives that have clear practical implementation.
- Advising the research coordinator on suitability of research proposals for HDRC involvement.
- Advising the research coordinator on appropriate level of involvement (both coordinator and the HDRC membership) in research projects.
- Active engagement in the development of targeted funding proposals.
- Influencing and awareness raising of the need for robust research evidence and the requirement for increased levels of funding for this work.
- Attend steering group meetings, usually every 4 months.
- Housing and care providers who sit on the steering group make an annual contribution towards the costs of hosting the network.