



## ANMF representatives on national committees policy

### 1. Purpose

This policy sets out the criteria for selecting Australian Nursing and Midwifery (ANMF) representatives on national committees and the responsibilities of representatives and the ANMF.

### 2. Context

As the largest national industrial and professional association representing nurses, midwives and assistants in nursing, the ANMF must be consulted on all policy matters and represented on all national committees where matters relevant to the interests of its members are considered. To provide professional development opportunities, the ANMF selects members to assist with this work.

### 3. Policy

#### **ANMF responsibilities**

The purpose of representation on national committees is to represent, promote and protect the interests of ANMF members. To this end, all ANMF representatives must be members or officers of the ANMF.

#### Selecting representatives

1. The ANMF will select members who:
  - demonstrate a strong commitment to the relevant ANMF policies and positions
  - have the requisite professional knowledge and expertise to represent the ANMF effectively
  - have the capacity to articulate the ANMF's views clearly
  - have a sound understanding of the committee's purpose and objectives
  - are available to prepare for, attend, and report on meetings, activities and outcomes.

#### Supporting representatives

2. The ANMF will:
  - appoint an ANMF officer to provide information and support to the representative, including helping the representative determine the objectives of their representation and reviewing progress against these objectives
  - reimburse the agreed reasonable costs that the representative incurs while acting for the ANMF.

#### **Representative responsibilities**

3. Representatives must:
  - consult with the ANMF to ensure they understand and can accurately represent the ANMF's views on all issues to be canvassed by the committee
  - provide verbal or written reports on the activities, progress and outcomes of the committee to their ANMF support officer as requested by the ANMF
  - flag any issues that may be of potential concern to the ANMF in writing to their ANMF support officer



- ensure that any dissenting view they express on behalf of the ANMF is recorded in the committee’s minutes
- if unable to attend a meeting, liaise with the ANMF through their ANMF support officer to ensure a suitable proxy can be appointed where the committee’s rules permit this.

#### 4. Policy management

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