



Appointment to ANZSN Committees and Working Groups Policy

1. Introduction

The ANZSN Council forms Committees and Working Groups to provide expert advice and guidance on matters of operational and strategic importance to the Society.

In forming Committees and Working Groups Council relies on powers set out in the ANZSN Constitution, including powers to delegate authority.

This policy sets out the process endorsed by Council to guide the appointment process of Committee and Working Group Chairs and members.

2. Objectives

The objectives of this policy are to:

- Establish a standard approach to the appointment of Committee and Working Group members and Chairs/Co-Chairs in the spirit of ensuring transparency and accountability; and
- Clarify the role of Council, Committee and Working Group Chairs, Council Portfolio Lead/s, the Honorary Executive Officer and the ANZSN Office in the appointment process.

3. Principles

The appointment process for Committee and Working Group members and Chairs/Co-Chairs is guided by the following principles:

- Recognising participation as core to the work of the Society, while also providing leadership and professional development opportunities for members;
- Ensuring the value and diversity of the membership is reflected in the governance and decision making processes at all levels of the Society;
- Ensuring transparency and accountability in the appointment process, whilst respecting the confidentiality of applicants.

The membership profile of each Committee and Working Group will be a decision made by Council on a case by case basis and determined by the type of advice required by Council.

4. Steps in the Appointment Process

The appointment to ANZSN Committees and Working Groups is informed by the relevant Terms of Reference determined and approved by Council.

The key steps include:

- **Identification of a vacancy to be filled**, through resignation, retirement or term expiry or through the creation of a new Committee or Working Group or a new role on an existing Committee or Working Group;
- **Approval to proceed** to fill that vacancy by the ANZSN Honorary Executive Officer (the HEO). The HEO will take the advice of the Committee or Working Group Chair/Co-Chairs and the relevant Council Portfolio Leads in deciding to fill the vacancy. The particular Committee or Working Group Terms of Reference will provide guidance in terms of process and eligibility criteria;
- **Call for an Expression of Interest** among members, or where external representation is required, an invitation to nominate. The EOI process will be informed by the Terms of Reference of the Committee or Working Group, but will generally be conducted over a one month period. Where an ANZSN member is sought to fill the vacancy, members will be advised through a formal communique;
- **Assessment of EOIs by a selection committee** convened by the Committee or Working Group Chair (or Co-Chair/s) and including the Council Portfolio Lead/s, who will assess each application against the eligibility criteria, and consider gender equity and diversity in the context of the Terms of Reference in making a recommendation to the HEO;
- **Approval** of the appointment of by the HEO (under delegation from Council);
- **Notification** of outcome of the EOI process, to both successful and non-successful candidates by the ANZSN Office; and
- **Orientation** of the new member by the Committee Chair (or Portfolio Lead in the case of a Committee or Working Group Chair/Co-Chair) with the support of the ANZSN Office.

4.1 Committee or Working Group Chair

Council will directly appoint the Chair or Co-Chair/s of each Committee or Working Group, taking advice from the outgoing Chair or the remaining Co-Chair as appropriate. In determining the appointment, Council will consider the following criteria:

- the expertise (including skills, knowledge and experience) of the nominee in the relevant field;
- capacity (relative to other commitments) to undertake the task;
- understanding of governance processes, including the governance of the ANZSN; and
- leadership capability.

Council will also consider how the appointment will ensure diversity across the cohort of ANZSN Committee and Working Group Chairs in relation to gender, career stage, locale of practice (rural/metropolitan), scope of practice and geographical representation (Australia or New Zealand).

4.2 Committee or Working Group Member

The Committee or Working Group Chair will lead the process of appointment of members through the formation of a Selection Committee which will include the relevant Council Portfolio Lead/s.

The Committee or Working Group Chair may consult and seek advice on the appointment process from the HEO at any time.

4.2.1 Roles and Responsibilities

The appointment to Committees and Working Groups involves a whole of ANZSN approach with clear points of accountability.

ANZSN Council Responsibilities

- Deciding to establish a Committee or Working Group and the associated terms of reference including the constitution of the membership with respect to:
 - expertise (including skills, knowledge and experience) in the relevant field;
 - capacity (relative to other commitments) to undertake the task;
 - achievement of diversity across in relation to gender, career stage, locale of practice (rural/metropolitan), scope of practice, geographical representation (Australia or New Zealand) and other relevant considerations;
 - whether or not consumer and/or carer representation is appropriate; and
 - any other matters considered relevant by Council in respect to the particular Committee or Working Group.
- Appointing the Chair of each Committee or Working Group;
- Ratifying the appointment of members to Committees and Working Groups directly or through delegation to the HEO;
- Where an EOI generates nil interest or insufficient representation from potential members based on geography and/or diversity of the Society in an appointment to a Committee or Working Group, then Council may directly appoint to the position, taking into consideration the advice of the relevant Committee or Working Group, the Gender Equity and Diversity Working Group, and the relevant Council Portfolio leads; and
- Nominating Council members (Portfolio Lead/s) to work collaboratively with Committee and Working Group Chairs to consider and recommend Committee and Working Group member appointments;
- Making a determination in any circumstance where there may be a divergence of views in the appointment process.

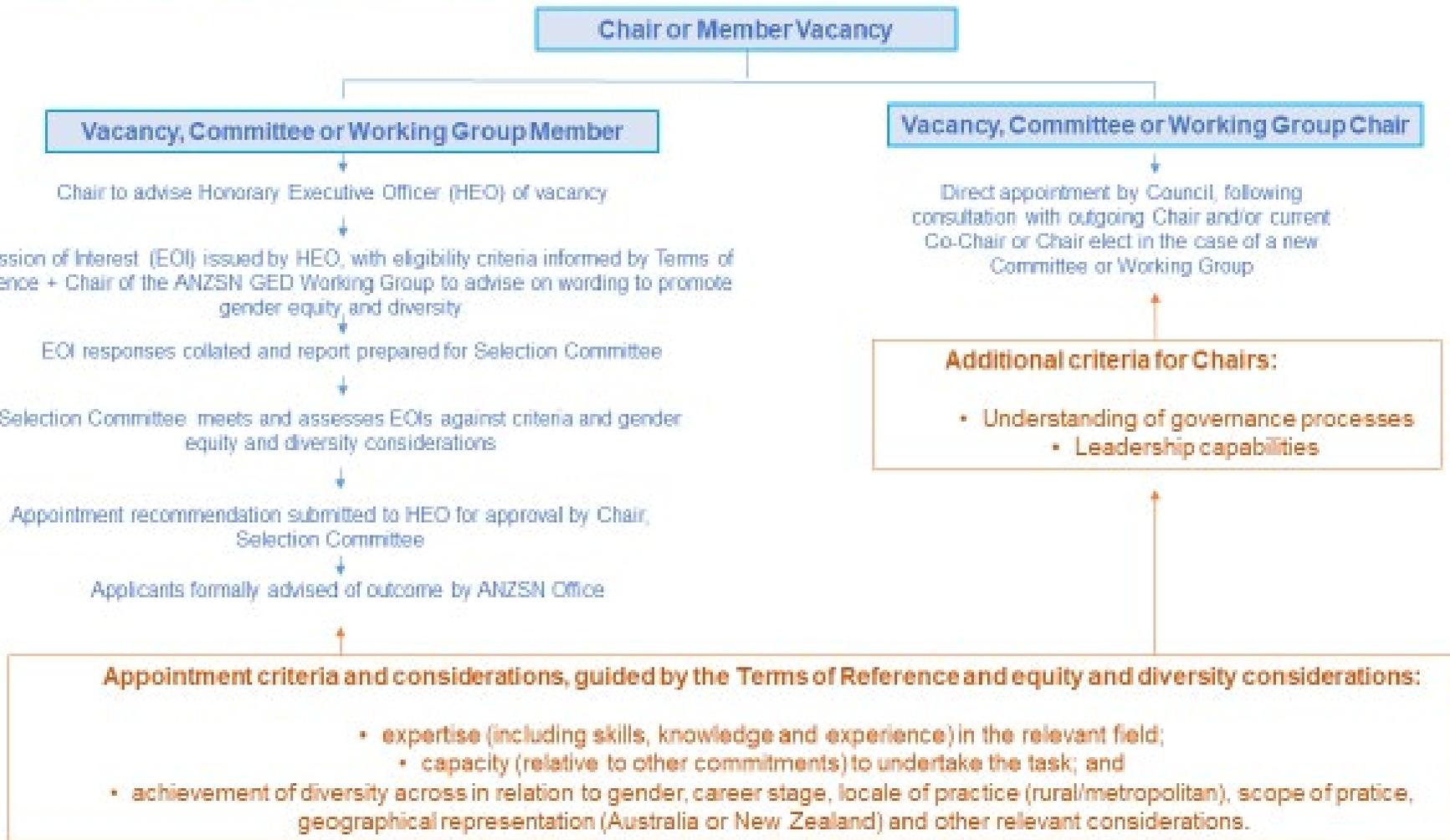
Committee or Working Group Chair Responsibilities

- Consulting with the Council Portfolio leads about succession planning and the filling of vacancies that arise from time to time, relative to the existing skills profile of the Committee or Working Group;
- With the endorsement of the Council Portfolio leads, seeking approval from the HEO to undertake an EOI process to fill any vacancy;
- Act as the key point of contact during the EOI process;
- Convene a selection committee, formed by the relevant Portfolio Leads and the Chair of the Committee or Working Group, to consider applications against the following criteria:
 - the expertise of each applicant in the relevant field relative to the Terms of Reference for the Committee or Working Group;
 - in the context of the Terms of Reference, the diversity of the Committee and Working Group in relation to factors such as gender, career stage, locale of practice (rural/metropolitan), scope of practice, geographical representation (Australia (including State) or New Zealand); and
 - capacity to contribute constructively a timely way.
- Formalising the decision of the Selection Committee by providing a written recommendation and supporting rationale for the proposed Committee or Working Group appointment; and
- Welcoming and orientating the new member to the Committee or Working Group.

Honorary Executive Officer Responsibilities

- Under delegation of Council, approving appointments to Committees and Working Groups, other than to the position of Chair, which is reserved for Council decision;
- Ensuring that appointments to Committees and Working Groups are formalised and records maintained as to the term and conditions of appointment;
- Acting as a source of advice to the HEO, Committee or Working Group Chair and Council Portfolio Lead/s in the appointment process;
- Liaising with the HEO, Committee and Working Group Chair and the Council Portfolio Lead/s to respond to any concerns or complaints about the process and appointment decisions; and
- Advising Council of Committee and Working Group appointments, along with resignations and retirements.

Steps in the appointment process to ANZSN Committees and Working Groups



ANZSN Office Responsibilities

- To obtain approval for the EOI from the HEO prior to preparing and issuing the EOI;
- To liaise with the Committee or Working Group Chair and the HEO to prepare the call for Expression of Interest, including:
 - Cover note setting out the criteria;
 - Terms of Reference;
 - Request for a response setting out the candidate's suitability together with a full CV; and
 - Closing date and contact person.
- Through the HEO, seeking advice from the Chair, Gender Equity and Diversity Committee to ensure that the wording of the EOI promotes the ANZSN's commitment to gender equity and diversity;
- To coordinate the EOI process including:
 - Issuing of the approved EOI to members via relevant ANZSN communiques and issuing (as appropriate) to particular sub categories of membership by direct communication;
 - Issuing of an invitation, under signature of the HEO, to external organisations which are invited to nominate a representative to sit on the Committee or Working Group;
 - Receiving and recording all Expressions of Interest;
 - Preparing a summary report of all applications following the closure of the EOI period, including:
 - Name and membership details and financial status (as applicable);
 - Compliance with the criteria set out in the Terms of Reference and EOI; and
 - Personal Expression of Interest and CV, as applicable, for each applicant.
 - Providing a summary report, along with the Terms of Reference, to the Committee or Working Group Chair and Council Portfolio Lead/s for review and recommendation regarding appointment to the HEO;
 - Following approval by the HEO, and confirmation from the Committee or Working Group Chair:
 - Issuing of formal letters of appointment (including the Terms of Reference for the Committee or Working Group) to approved nominees, advising of the terms and conditions of appointment, and confirming consent; and
 - Issuing formal letters of acknowledgment and appreciation to unsuccessful applicants.
 - Assisting the relevant Committee or Working Group Chair/Co-Chairs (or Portfolio Lead/s as appropriate to a Chair appointment) orientate the new member by providing the following:
 - copies of the last four (4) sets of meeting minutes;
 - a copy of the ANZSN Governance Charter to assist members understand how the ANZSN is governed and operates; and

- any other material considered relevant to assisting the new member operate effectively.
- Once consent has been received, updating the membership details of the relevant Committee or Working Group.

5. Policy review

This policy will be reviewed on an annual or as needs basis to ensure it aligns with the mission, vision and values of the ANZSN.