

AIEH POLICY



REPRESENTING THE AIEH

Policy Number:	AP001	Responsible Officer:	Waikay Lau
Policy Type:	Administrative	Version Number:	1
Approval Date:		Sunset/Review Date:	

1. PURPOSE

The purpose of this policy is to outline the expectations of members when they represent the AIEH on a committee or working group at either a National or Branch level.

2. BACKGROUND

The AIEH is requested to provide representatives for a range of committees, working groups and reference groups at both Branch and National levels to provide input to these groups from an Environmental Health perspective or to represent the interests of Environmental Health Practitioners. While many members fulfil these roles, often information from these groups is not communicated to the broader membership and outcomes of these groups and the contribution made by our organisation is unknown.

3. SCOPE

This policy is to apply to any member who represents the AIEH and provides guidance on the expectations of that member.

4. REFERENCES

Adopted at the Board of Directors Meeting on ???.

5. DEFINITIONS

6. AIEH POLICY

Representative Selection

Representatives may be selected in a number of ways and depending upon the nature of the representation required. For positions on National committees or working groups a call for expressions of interest may be made via the website. Applicants would be considered in line with the selection criteria by an independent AIEH committee with at least one Director from the Executive Committee.

For positions on Branch specific committees appointment may be made via the special interest group or Branch Council. For positions that have a number of members interested in being a representative the process followed for National appointments may apply.

Once a member has been confirmed as an AIEH representative they are bound by this policy.

Contact Details

National / Branch

You will be required to register your details with the CEO who will provide you with an AIEH email address and advise the Committee / Group secretary of your representative role on behalf of AIEH. The national email address is to ensure that agendas and minutes are maintained within the national office. You will be required to ensure that the National office has all your preferred email addresses and conditions of use (eg work email until 6.00pm then home email address) to ensure that the agenda and minutes can be forwarded directly to you. In addition you will be provided with AIEH business cards to distribute with your contact details.

Attendance at Meetings

Upon receipt of the agenda for the meeting you will be required to contact the CEO or the Divisional President according to the status of the committee (i.e. National/Divisional) to discuss the agenda and any view that the Institute may want put forward.

Where there is a stated AIEH policy statement, representatives are to put forward this view. In the absence of a stated policy position, the opinion of the membership majority should be put forward until such time as a policy statement is developed and any comments provided should take into consideration the broader aspects of the membership, given the range of activities associated with rural and metropolitan areas of all sizes and the range of roles that members may be involved with. Notification of issues not covered by an AIEH policy statement must be reported back to the CEO.

You will be required to attend all meetings. Should you not be able to attend the meeting you will be required to contact either the CEO or the Divisional President accordingly and advise them if an alternative representative will be required to attend based upon the agenda items.

Membership Consultation

In the first meeting confirmation around the distribution of agendas and minutes to the general membership must be obtained, in addition to seeking permission to load them to the AIEH website.

Report from Meeting

Within one week of the meeting you will be required to provide a summary report for the CEO or the Divisional President, according to the status of the committee (i.e. National/Divisional), outlining the outcomes of the meeting and any implications for the Institute to consider or actions to be taken. This report will be included in Board Meeting Papers or for State Council meetings.

Accessibility

Phone contact details will be required for both work and home hours to facilitate contact to discuss any aspects of the committee functions. Requests for information from members will be vetted by the National or Divisional Office and only forwarded where direct contact is necessary.

Authority and Accountability

No undertakings may be given that may have a financial impact upon the Institute without the approval of the CEO and National Executive.

If any doubt exists over the Institutes position on any matter, consultation with either the national or Branch President should occur prior to any statement or commitment being made.

All correspondence is to be signed off by either the Branch or National President respectively.

Where correspondence is required to be signed, the correspondence is to be provided with any background reference material or context paper to the Branch or National President at least 14 days prior to the submission deadline.

7. RELATED DOCUMENTS

Special Interest Groups Policy
Travel & Allowances Policy
Travel & Allowances Procedure