



Australasian College
for Emergency Medicine

Policy on the Appointment and Remuneration of Community Members

Policy COR498

Document review

Timeframe for review: every two years, or earlier if required.
Document authorisation: ACEM Board
Document implementation: Relevant Executive Director / staff delegate
Document maintenance: General Manager, Governance and Standards

Revision history

Version	Date	Pages revised / Brief Explanation of Revision
v1	Jun-2016	Approved by Board
v2	Jun-2017	Updated to reflect current AHPRA rates of remuneration. Approved by CEO.
v3	May-2018	Updated to reflect current AHPRA rates of remuneration. Approved by CEO.
v4	Aug-2018	Revisions throughout approved by the Board.
v5	Dec-2019	Revision to section 2.4 regarding appointment generally to one entity.
v5.1	Jan-2020	Minor revisions to reflect revised organisational structure. Formal approval not required pursuant to Board decision in 2019.
v6	Oct-2021	Contemporary revisions, with specific attention to sections 3.2, 3.3 regarding remuneration for tasks outside of scheduled entity meetings and alteration of Community Representative to Community Member.

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1. Purpose and scope

The expectation from stakeholders that the specialist medical colleges obtain input to college activities from the perspective of external groups such as consumers is now well understood and the value of such input appreciated. The appointment of Community Member(s) to College entities is a regularly utilised source of such input.

This Policy outlines procedures for the selection, appointment, and remuneration of Community Members who participate in College activities in a formal capacity(ies). It does not, however, apply to individuals appointed to the ACEM Board under clauses 8.1.7 and 8.1.8 of the Constitution, nor to individuals who are not medical practitioners, however, are appointed to ACEM entities as nominees or representatives of a health-care related craft group or organisation.

For the avoidance of any doubt, while trainees enrolled in or undertaking any of the College training programs (FACEM Training Program, Emergency Medicine Certificate (EMC) and Emergency Medicine Diploma (EMD)) as well as Specialist International Medical Graduates (SIMGs) who has been assessed by the College and is working toward meeting the requirements for eligibility for election to Fellowship are not College Members, their involvement in and with the College is such that they are not considered to be 'external' and thus are not eligible for appointment as a Community Member on the Council of Advocacy, Practice and Partnerships (CAPP), the Council of Education (COE) or any other ACEM entity. As such, they are not subject to this policy.

Community Members appointed following nomination by a recognised community representative organisation (e.g. Consumer Health Forum or similar) in response to a request from the College are, however, subject to relevant sections of the policy.

2. Appointment

The need to ensure appropriate processes in the appointment of Community Members to College entities can be considered as important as those relating to the appointment of College staff. As such, it is important that the processes followed are sound and recognise the desire of the College to make appointments in a manner appropriate to the role in question.

2.1 Role for a Community Member

The need or desire for a Community Member on the membership of any College entity must first be determined and sanctioned by the relevant governing body. In the case of CAPP and COE, the relevant governing body is the ACEM Board; for all other entities, this will be the governing body under whose jurisdiction the entity sits.

Where sanctioned, the inclusion of a Community Member does not take effect until the necessary revisions to the entity's Terms of Reference, or, in the case of CAPP and COE, through their respective Charter, and/or any applicable regulations have been approved by the relevant governing body. The inclusion of a Community Member is set out in the *Council of Education Charter (COR269)* and College regulations, while College regulations enable the appointment of a Community Member to CAPP.

2.2 Position Description

A position description that clearly outlines the requirements of the Community Member role, the key attributes required for appointment and the College's expectations of the individual appointed has been approved by the Board (PD117).

In the absolute discretion of a governing body, a Position Description specific to a particular entity might be approved by a governing body where such a need is identified.

2.3 Recruitment

Recruitment for the role cannot commence until such time as the position description has been approved by the applicable governing body and the Chief Executive Officer notified in writing.

Recruitment and selection will adhere to the following principles:

- (a) Merit-based selection
- (b) Equal employment opportunity
- (c) Confidentiality

The most appropriate means of recruitment may vary depending upon the entity and there may be occasions where it is appropriate for this to occur through another recognised organisation. This decision will normally be taken by the Chair of the relevant governing body, in consultation with the relevant Department Executive Director and the Executive Director of Membership and Engagement, should further advice be required.

Applicants will be shortlisted having regard to the selection criteria set out in the position description and eligible applicant(s) interviewed for suitability. Short-listing will ordinarily be conducted by the relevant Executive Director and/or General Manager in consultation with the Chief Executive and/or Executive Director of Membership and Engagement. The interview panel must meet standard human resource requirements, and typically will include a combination of members and senior College staff, such as the Chair of the relevant governing body (or their nominee), the Chair of the relevant ACEM entity (or Deputy Chair of the governing body if the Chair of the entity is the Chair of the governing body), the relevant College Executive Director(s) and relevant General Manager.

Pre-appointment screening of the preferred applicant is an important part of the recruitment process and may include, but is not limited to:

- Verification of qualification(s)
- Reference checks
- Police check

Depending on the Terms of Reference of the entity, appointments to ad-hoc entities where specific expertise and/or experience is required, may be made upon recommendation by/to, at a minimum, the Chief Executive Officer and the Chair of the relevant governing body. For example, appointments to an Appeal Panel to consider specific matters may be made by the Chief Executive officer and the College President as Chair of the Board (the governing body for the Appeals Committee).

2.4 Appointment

A recommendation on appointment shall be made to the relevant governing body. The appointee shall be advised in writing by the Chief Executive Officer and unsuccessful applicant(s) by the relevant College Executive Director. Appointees must not commence in the role until all required documentation is received by the College.

Community Members appointed to COE, CAPP and/or other College entity(ies) shall be subject to all applicable provisions of the ACEM Policy on College Entities, including those relating to term of office, termination of membership and casual vacancies.

Adherence to relevant College policies and completion of prescribed documentation relating to matters such as conflict of interest and confidentiality are applicable.

Applicants will generally be appointed as a Community Member to one (1) entity only. Following a period of familiarisation with the role of a Community Member on ACEM entities, this may be extended in the first term of appointment to include appointment to ad-hoc entities. Following the completion of an initial term and dependent on the evaluated performance and suitability for appointment, an individual Community Member may be considered for appointment to more than one ACEM entity.

Where the membership of COE, CAPP and/or the entity(ies) on which a Community Member sits 'spills' pursuant to the Constitution and/or *Policy on College Entities* and the Community Member has not served the maximum number of terms of office permitted, but wishes to remain in the role, an appraisal of their performance to-date may be undertaken by the Chair of the relevant ACEM entity and relevant College Executive Director(s). This may enable a recommendation to be made to the relevant governing body regarding reappointment, without the need for recruitment pursuant to Section 2.3 above to occur.

3. Remuneration

ACEM acknowledges the need to appropriately support and remunerate Community Members involved in the work of the College. All appointed members shall be afforded the same levels of support available to other members of COE, CAPP and/or applicable entity(ies) as prescribed by relevant College policies, processes and guidelines¹. Unless otherwise specified, Community Members shall also be subject to the same accountability measures applicable to other members of COE, CAPP and/or the applicable entity to which they are appointed.

3.1 Rate of Remuneration

The ACEM Board has approved remuneration for Community Members appointed to and participating in the activities of COE, CAPP and/or other entity(ies). Remuneration shall be at the 'Fees for National Board meetings' rates set by the Australian Health Practitioner Regulation Agency (AHPRA) for 'Board members' as from time to time updated.

The rate of payment by the College to Community Members is linked to any reviews and new applicable rates issued by AHPRA. A Community Member appointed to a College entity(ies) in New Zealand will be paid the equivalent rate, in New Zealand dollars, at an exchange rate applicable at the time the payment is made.

3.2 Conditions of Payment of Remuneration

The following general principles apply to remuneration of Community Members appointed to COE, CAPP and/or other entity(ies):

- The maximum payment in respect of any one day shall be the daily fee.
- Formal meetings of shorter than four (4) hours duration shall be remunerated at 50% of the applicable AHPRA daily sitting fee.
- All necessary preparation time is incorporated into the daily sitting fee or portion payable thereof.
- No remuneration is payable for time incurred in attending to out of session matters such as e-voting.
- No remuneration is payable for time incurred in travelling to attend a meeting.
- An appropriately completed invoice must be submitted to the College before remuneration will be processed.

It is recognised that the role of a Community Member(s) on some College entities may involve additional activities in addition to that associated with scheduled meetings of the entity(ies). For example, a Community Member may be required to participate in out of session voting in relation to activities of the entity as a matter of course. To accommodate such requirements, approval for payment of an amount equivalent to the daily fee for payment to Community Members up to twice annually (once every six-month period) in recognition of time spent on such activity(ies) may be made. The amount to be approved will be determined through consultation between the Chair and Deputy Chair of the entity and the relevant Executive Director/ General Manager and will reflect the amount of time considered to be required for such activity.

Approval of amounts in excess of this will require the approval of the College Chief Executive Officer.

3.3 Payments in Addition to the Daily Fee

It is recognised that, on occasions, individuals appointed as Community Members to College entities may be called upon to perform technical or professional services over and above their appointed role, either as part of, or in addition to their appointment. In such circumstances, upon approval of the Chief Executive Officer, the individual may be entitled to payment for these services, subject to the fees being commercially reasonable and invoiced in the required manner. Such work may include, for example, the development of documents (e.g., policies, guidelines) that require significant commitment on a 'one-off' basis.

¹ For example, payment of airfares and accommodation in line with the relevant College policy.

4. Associated documents

- ACEM Constitution
- ACEM Regulation A – Governance
- *Policy on College Entities* (COR334)
- *Travel and College Expenditure Guidelines* (CF193)
- Australian Health Practitioner Regulation Agency Remuneration Rates Schedule of Fees for Board, Committee and Panel Members
- Community Members - Position Description (PD117)



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