



## Manaaki Mana Rōpū

### Manaaki Mana Advisory Group

*An ancillary entity of the Indigenous Health Committee (IHC)*

#### 1. Introduction

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* ('the policy').

These terms of reference include details of the following:

- matters specific to the Advisory Group;
- membership specifications (including any variations to the policy permitted by the IHC); and
- where relevant, any variation of conduct of meeting requirements (if permitted by the IHC).

Otherwise, refer to the policy for details of all matters on the operation of the Advisory Group.

#### 2. Membership

The ACEM Board is dedicated to ensuring that this Advisory Group is led by Māori, guided by kaupapa Māori (Māori principles and approach), and covers diverse emergency care perspectives from a te ao Māori lens.

- (a) Ex-officio members:
  - One (1) representative nominated by the IHC.
- (b) Up to five (5) FACEM members identifying as Māori and who reside in Aotearoa New Zealand, or Australia.
- (c) Up to two (2) FACEM Training Program trainees who identify as Māori, appointed by the IHC following a call for expressions of interest.
- (d) Up to one (1) member of the College in the category of Certificant, Diplomate or Advanced Diplomate who identifies as Māori, appointed by the IHC following a call for expressions of interest.
- (e) Up to two (2) associate members who identify as Māori and have held senior positions in emergency care, kaupapa Māori organisations or similar, appointed in line with the *Policy on the Appointment and Remuneration of Community Members* (COR498).
- (f) Up to two (2) registered nurses (with no less than one residing in Aotearoa New Zealand) experienced with emergency care who identify as Māori, appointed by the IHC following a call for expressions of interest.
- (g) The Advisory Group shall have the ability to co-opt up to two (2) additional members as required in order to progress specific matters that require knowledge and/or expertise not possessed by the membership outlined above. The ability to co-opt further additional members requires prior approval of the IHC.

The following ACEM staff may attend meetings of the Advisory Group, and can contribute to meetings, but shall not have voting rights.

- Executive Director, Education
- Executive Director, Membership and Engagement
- Executive Director, Training

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- Executive Director, Policy, Research and Partnerships
  - Manager, Indigenous Health Unit
  - Aotearoa New Zealand Office Manager
  - Other College staff as required.

## 2.1 Office holders

Up to two (2) Co-Chairs who identify as Māori, elected from and by the members of the Advisory Group, for appointment by the IHC. At least one (1) of the Co-Chairs will reside in Aotearoa, New Zealand.

## 3. Responsibilities and Authority

The Advisory Group is crucial in leading and promoting cultural responsiveness from a te ao Māori perspective. It's primary responsibilities include:

- advising and supporting the implementation of Te Rautaki Manaaki Mana across ACEM;
- maintaining relationships and collaboration with national and local health strategies, particularly workforce, education and training, to reduce disparities for Māori across departments, committees, and staff; and
- promoting and advocating for best practices, excellence and innovation relating to Te Rautaki Manaaki Mana within emergency care.

The Advisory Group scope is consultative in principle to increase positive cultural responses for Māori engaged with ACEM and members and associated organisations providing emergency care. Should themes emerge that are not currently covered in the Te Rautaki Manaaki Mana, these will be considered for approval from the IHC before development.

### 3.1 Responsibilities

The following are the key responsibilities of the Advisory Group in supporting the implementation of Te Rautaki Manaaki Mana:

- provide leadership and advice and champion the integration of the values of Te Rautaki Manaaki Mana throughout ACEM as an organisation, its membership, and the broader practice of emergency medicine;
- provide oversight and monitor the implementation of Te Rautaki Manaaki Mana, including reviewing reports from key parties responsible for Actions;
- ensure timely completion of actions within Te Rautaki Manaaki Mana assigned to the Advisory Group;
- monitor the progress of Te Rautaki Manaaki Mana's implementation to the IHC;
- provide subject matter expertise on future strategies to achieve excellence in emergency care for Māori.

### 3.2 Extent of Authority

The Advisory Group does not have authority to waive, vary or otherwise depart from:

- above stated responsibilities
- its terms of reference
- the *Policy on College Entities*
- the terms or requirements of any approved policy or regulation, and
- the requirements of the Constitution and any relevant legislation.

### 3.3 Conflict of Interest

Individual Advisory Group members must declare any conflict of interest and act in accordance with the ACEM *Conflict of Interest Policy* (COR139). The details of any declaration of a conflict of interest must be fully recorded in the minutes of the relevant meeting.

### 3.4 Reporting

The Advisory Group shall report in writing to the IHC following each of its meetings, who shall ensure that the ACEM Board remains apprised of the work of the Advisory Group.

## 4. Meeting Requirements

The policy allows for variation of meeting requirements, where this has been approved by the IHC. The only such approved variations are as follows:

### (a) Frequency of Meetings

These requirements of the policy are varied to the following extent only:

- The Advisory Group shall meet four (4) times per year. Two (2) of those meetings will be held face-to-face in Aotearoa New Zealand, and the remainder by virtual means. The Advisory Group may also be required to make decisions out-of-session, when necessary.

### (b) Observers

These requirements of the policy are varied to the following extent only:

- The Advisory Group may invite other persons to attend entity meetings as observer only. Such persons may fully participate in discussions, but:
  - shall not be a member of the entity
  - are not eligible to form part of a quorum, and
  - do not have voting rights.

### (c) Voting Rights

These requirements of the policy are varied to the following extent only:

- All members of the Advisory Group shall have voting rights, including co-opted members. Questions or decisions arising at a meeting shall be decided by a majority of the votes cast by the Advisory Group members present and entitled to vote on the question. The Chair of the meeting has a casting vote and deliberative vote where there is an equality of votes. However, the primary endeavour of the group will be to make decisions by consensus.

### (d) Proxies / Alternates

These requirements of the policy are varied to the following extent only:

- Advisory Group members appointed pursuant to 2(c) and 2(e) are able to appoint a proxy or an alternate to attend any meeting on their behalf. If identifying a proxy, the Advisory Group member:
  - must notify one or both Co-Chairs and the committee coordinator not less than two (2) weeks prior to the meeting with the name and contact details of the nominated proxy; and
  - ensure their proxy meets the same eligibility requirements for membership as applied to the Advisory Group member.

## 5. Duration of Committee and Office

- (a) The Advisory Group shall remain in existence while ACEM continues to implement Te Rautaki Manaaki Mana. Should ACEM discontinue Te Rautaki Manaaki Mana, the Advisory Group will stay in place to provide expertise in ACEM's cultural responsiveness to improve equitable outcomes for Māori.

- (b) Advisory Group members (other than ex-officio members) are appointed by the IHC for a period of three (3) years, at the end of which time all membership positions will become vacant (i.e. a spill will take place). Should any casual vacancies arise as a result of individual member resignation, these will be filled via an expression of interest process or by nomination, as applicable to the position.

## 6. Document Review

Timeframe for review: every three (3) years

### 6.1 Responsibilities

Document authorisation: Indigenous Health Committee  
 Document implementation: Executive Director, Policy, Research and Partnerships  
 Document maintenance: Manager, Governance and Standards

## 7. Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Jun-2019	Approved by Board.
v2	Apr-2021	Revisions to reflect Manaaki Mana Rōpū now reports to the Indigenous Health Committee.
v3	Feb-2023	Two-yearly review, incorporating revisions to membership composition.
v4	Dec-2023	Revisions to change Manaaki Mana Rōpū from an Implementation Steering Group to an Advisory Group, with revised membership and responsibilities to reflect this change.