



COMMUNITY MEMBERS

1. INTRODUCTION

The expectation from stakeholders that the specialist medical colleges obtain input to college activities from the perspective of external community groups such as health consumers and jurisdictional members 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.

2. APPOINTMENT AND TENURE

Pursuant to college Regulations and policies, the Community Members on governing bodies such as the Council of Education (COE) and Council of Advocacy, Practice and Partnerships (CAPP), hold office for a period of two (2) years from the date of the Annual General Meeting at which they are appointed. Pursuant to college policies and entity Terms of Reference, Community Members on COE and CAPP entities have attendant obligations and responsibilities associated with their membership of the Council and will hold office for a period of two (2) years from the date on which the membership of the entity is renewed.

Matters pertaining to the recruitment, appointment and tenure of Community Members are set out in the Policy. The Policy also provides that the Community Member 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.

3. CATEGORIES FOR COMMUNITY MEMBERSHIP

In order to ensure ACEM remains informed and connected to the communities it serves, the following additional categories of Community Members are introduced:

- **Health Consumers:** Individuals with lived experience in health services, providing critical insights into patient care.
- **Technical Experts:** Professionals with specialised knowledge in areas such as change management, finance, or medical administration.
- **Aboriginal, Torres Strait Islander and Māori Representatives:** Individuals who identify as Aboriginal, Torres Strait Islander and Māori and who have community connections to ensure ACEM remains informed by and connected to the communities it serves.

4. SELECTION CRITERIA

- 3.1 Excellent communication skills.
- 3.2 Ability to analyse issues to assess implications for community access to high quality emergency medicine care.
- 3.3 Demonstrated understanding of the healthcare systems in Australia and/or New Zealand, or a capacity to acquire such knowledge in order to adequately inform participation in the functions of the governing body or entity to which they are appointed.
- 3.4 Knowledge and understanding of governance principles as they apply to not-for-profit and/or membership organisations.

- 3.5 Experience serving on a Board(s) or similar entity in other organisation(s), with demonstrated capacity to work as a collaborative member of an entity.

5. ROLE AND RESPONSIBILITIES

The role of a Community Member is to provide a community perspective to the deliberations of the governing body or entity to which they are appointed. As an individual representing prospective users of emergency medicine care in Australia and Aotearoa New Zealand, a Community Member has an important role providing the perspective of a non-clinician to the decisions of the college, through its governing bodies and their associated entities.

Health Consumers: As an individual representing prospective users of emergency medicine care in Aotearoa New Zealand and Australia, a community member has an important role providing the perspective of a non-clinical person to the decisions of the college through its governing bodies and their associated entities.

Technical Experts: Technical Experts bring specialised expertise in areas such as change management, finance, and medical administration. Their knowledge ensures that the college's decisions are underpinned by a thorough understanding of complex operational and strategic issues. These experts will be engaged on an ad-hoc or as-needed basis, providing targeted insights to inform critical decision-making processes.

Aboriginal, Torres Strait Islander and Māori Representatives are individuals who identify as Māori or Aboriginal and/or Torres Strait Islander and maintain strong connections to their communities. Their role is crucial in ensuring ACEM remains attuned to the needs, values, and cultural context of Aboriginal, Torres Strait Islander and Māori people. By fostering respectful and informed healthcare practices, they help ACEM enhance its responsiveness and engagement with Aboriginal, Torres Strait Islander and Māori communities. A Community Member is expected to work closely with the Chair and Deputy Chair and other members of the governing body or entity to which they are appointed, as well as relevant college staff, to make balanced decisions which are in the best interests of the college, its members and trainees, and the community.

A Community Member is bound by all relevant ACEM regulations, requirements and policies that apply to members of the governing body or entity to which they are appointed as well as those specific to Community Members serving on ACEM entities.

6. ASSOCIATED DOCUMENTS

- ACEM Constitution
- ACEM Regulations
- Council of Advocacy, Practice and Partnerships Charter (TOR249)
- Council of Education Charter (TOR269)
- Terms of Reference of applicable entity
- *Policy on College Entities* (COR334)
- *Policy on the Appointment and Remuneration of Community Members* (COR498)

7. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

7.1 Responsibilities

Document authorisation:	Board
Document implementation:	General Manager, People, Culture and Experience
Document maintenance:	General Manager, People, Culture and Experience

7.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Dec-2016	Approved by the Board
v2	Aug-2018	Revised by the Board
V3	Oct-2021	Minor contemporaneous revisions and alteration of Community <i>Representative</i> to Community <i>Member</i>
V4	Feb 2025	Revisions to more specially define types of community members approved by the Board