

---

## Engagement and Advocacy Committee Terms of Reference

---

### Purpose

The Engagement and Advocacy Committee is a sub- committee of the College Board with the objective of raising the profile of the College and the profession of health management and leadership as critical stakeholders in health service delivery. Further objectives include raising the awareness of:

- The value of health leadership and investment in developing the profession;
- the important role the profession plays in the wider health sector and the expertise in health policy formulation and implementation;
- the diversity of the voice of the College, representing all subsectors of health across a range of contexts and jurisdictions;
- the College capacity to consult and consider views of international colleagues;
- The College capacity to provide an evidence-based perspective on health management and leadership issues; and,
- The College credentials as embedded in Certification and Fellowship.

### Scope

The Engagement and Advocacy Committee is a subcommittee of the ACHSM College Board and reports directly to the Board. The Committee will variously recommend to the Board and Branch Councils emphasis of activity on key segments important to health managers and leaders including:

- Other peak bodies, including specialist Medical Colleges, industry and professional associations within health and education;
- Health media;
- Government Agencies;
- Politicians; and
- Large health entities such as privately operated.

In the interests of safeguarding College reputation and brand, the Engagement and Advocacy Committee will consider issues such as calls for public submissions, papers and commentary on current matters of public/media interest.

Individual Branches of the College may be responsible for developing content and responses of this type but must not do so without the approval of this Committee.

The Committee may from time to time recommend the sourcing of subject matter expertise to prepare material for public distribution.

The President of the College will be the key spokesperson for the College.

## Agenda

Where practicable the agenda, together with any reports or documents that relate to the agenda, should be forwarded to members at least 5 working days prior to a meeting.

## Minutes

Accurate minutes (or actions) should be kept of each meeting and circulated to committee members for ratification (within a reasonable timeframe following the meeting), and then formally confirmed at the next meeting of the committee. Approved Minutes of meetings are to be provided at the next Board Meeting subsequent to a meeting of the Engagement and Advocacy Committee.

## Conflicts of Interest

All members of the Committee must abide by the ACHSM Conflict of Interest Policy. At the commencement of each meeting, members should be prompted to specify any conflicts of interest they may have in respect of the proposed agenda. Should a conflict become apparent the member may recuse themselves from the meeting for that agenda item.

## Membership & Accountability

- The Engagement and Advocacy Committee is a subcommittee of the ACHSM Board, and all members will be appointed by the Board and will comprise not less than four, and up to six members.
- The Board may choose to appoint one independent person to serve on the Engagement and Advocacy Committee.
- The CEO / Company Secretary will attend and provide administration support to the Engagement and Advocacy Committee.

## Quorum

4 Members as appointed by the Board are required to conduct a meeting.

## Frequency of meetings

As needed. At a minimum this committee will meet three times annually.

## Review

This Committee will review progress and performance every 12 months.