

Victoria/Tasmania (Vic/Tas) Branch Council

TERMS OF REFERENCE AND ROLE RESPONSIBILITIES

Preamble

The Australasian College of Health Service Management (ACHSM) is the professional organisation representing health service managers and leaders across the full range of health care delivery systems in Australia, New Zealand and the Asia Pacific with some 3,000 members from public, private and aged care sector organisations. ACHSM is a not-for-profit organisation that provides a range of services designed to inform, support, and inspire health managers at all stages of their career.

Our mission is to “equip health leaders for success”. Our objectives are to:

- Provide the best professional development and networking opportunities for health managers,
- Advocate for and promote the health management profession,
- Recognise the achievements of health service managers, and,
- Promote innovation and excellence.

Role of Council

The purpose of the VIC/TAS SBC is to:

- Promote and progress the health management and leadership profession
- Support governance and oversight of the VIC HMIP Program
- Respond to the needs of health management professionals and leaders within respective jurisdictions
- Advocate for the health service management profession
- Support the delivery of a pipeline of professional development opportunities that are aligned to a National Competency Framework whilst remaining responsive to member’s needs.

It is expected the branch councillors who nominate to stand for election to the VIC/TAS State Branch Council understand the purpose of the work the council does and are prepared to volunteer their time to support the achievement of those goals.

The Council is a subcommittee of the Board of the College and as such is governed by the Constitution and Rules of the College. The role of the Council is to advocate for the members of the College who are attached to the Branch and to manage specific programs and activities delegated to it by the Board. The Branch Council reports up to the Board via the Branch representative on the Board. Branch Council minutes are available to the Board.

See College Constitution <https://www.achsm.org.au/wp-content/uploads/2024/09/ACHSM-Constitution-Approved-at-AGM-20-10-2022.pdf> (Section 7.10) and College Rules https://www.achsm.org.au/wp-content/uploads/2024/03/ACHSM-Rules-September-2022_1.pdf (Section 6.5.5 to 6.5.7) .

To Support State and National activities and programs in accordance with the constitution and rules of the College, details can be found on the College website <https://www.achsm.org.au/about/>

Council members must abide by the ACHSM Code of ethics which can be found on the College website <https://www.achsm.org.au/wp-content/uploads/2024/03/Code-of-Ethics.pdf>.

Conflicts of Interest

All members of the Branch Council must abide by the ACHSM Conflict of Interest Requirements, Section 7.2: <https://www.achsm.org.au/wp-content/uploads/2024/09/ACHSM-Constitution-Approved-at-AGM-20-10-2022.pdf>.

Please read Appendix A: The current College's Conflict of Interest Policy. Note: This currently under review and is expected to be released late April 2025

In essence, Councillors should identify any standing conflicts of interest at the July meeting in each year by completing the DISCLOSURE OF STANDING PRIVATE OR PROFESSIONAL INTERESTS form (to go out with June Branch Council meeting papers each year). This should be updated if their COI situation changes during their term on Council or at least annually. In addition, at the commencement of each meeting, members should also specify any conflicts of interest they may have in respect to the proposed agenda. Conflicts of interest will be called for by the Chair at the beginning of each meeting. Councillors should also declare a COI if it arises as discussions progress during a meeting. Any conflicts identified will be logged onto the Register of Conflict of Interest kept by the Branch Office.

Victoria/Tasmania State Branch Council Operations

- Councillors are elected for a period of three (3) years unless otherwise stated. Councillors may renominate providing they meet the criteria for nomination.
- Councillors must be a financial Vic/Tas member of ACHSM
- The Office Bearers of the Branch Council comprise the President, Vice President, and Treasurer.
- The election of Office Bearers of Branch Council is held at the first Branch Council Meeting after elections.
- A volunteer Secretary may be appointed by the Branch Council and provides Secretariat to the Council
- The Branch President serves for (2) two years, unless local circumstances require extension, as agreed by the Council.
- The Branch Councillors are eligible to nominate, for consideration by the Nominations Committee, for appointment to the National Board as and when required.
- The Branch Council meets monthly, with the exception of the month of January
- All meetings are either face-to-face or via videoconference.
- The Executive Officer has the remit for the local delivery and organisation of professional development programs e.g. Health Management Intern Program, PD events and receives further support from central office.

Role of the Victorian/Tasmanian Branch Councillors

Vic/Tas Branch Council\Elections\2025

In accepting a position on Branch Council, Councilors should agree to:

- Commit to providing at least 4 hours of time to Council activities in the role as a Branch Councilor each month in addition to any other College activities or attendance at Branch Council Meetings.
- To provide expert council and work collaboratively with the Victorian/Tasmanian Executive Officer who will coordinate and provide support to the Branch Council.
- Participate constructively and proactively in Branch Council meetings by suggesting matters for the agenda, preparing for meetings by completing pre-readings and giving thought to the matters on the agenda prior to the meeting. This includes proactively actioning matters arising from Branch Council between meetings.
- Commit to attending at least 80% of meetings a year and to miss no more than two meetings consecutively.
- Accept roles within Council as Office Bearers on Council and on subcommittees, standing committees, short-term working parties or other activities of the Branch or Board.
- In accepting an Office Bearer position a Councilor will:
 - Take responsibility for ensuring there is an agenda and action log.
 - Take responsibility for planning the activities of the committee with the assistance of the Branch staff.
 - Collectively support the development of the annual plan for the Council and its KPI's.
 - Proactively report to Branch Council by providing the Branch President or delegate with material for the Branch Council meetings
- Work to develop and implement strategies to attract and retain members and to develop member services.
- Contribute to the development of policy and governance issues either at the Branch Council or at National Board level by reading and commenting on draft papers from time to time.
- Contribute to the writing of submissions, proposals and discussion papers and respond in a timely manner to discussion papers and draft policies prepared by others.
- To actively contribute to and oversee a program of high quality, revenue generating Professional Development for the Branch which meets the needs of College members in a sustainable way.
- Represent the Branch Council at professional development and other events or presentations as required.
- Contribute to professional development events appropriate to their knowledge, skills and experience by facilitating, chairing or providing staff development sessions and activities (consistent with the Councillor's skills, knowledge and experience).
- To make recommendations and endorsements for the appropriate reward and recognition of members and health managers. This includes nominations for the award of the Gold Medal, Life Membership and Honorary Fellowship.

- Provide advice and assistance to the staff of the Branch as requested to complete practical tasks associated with member services and to have realistic expectations of the assistance the Branch staff can provide the Councillors and the Branch Council.
- Be familiar with the College governance framework including ACHSM Constitution and Rules.
- To oversee the implementation of policies endorsed by the Board of Directors.
- To adhere to the Code of Ethics and Conflict of Interest policy as noted in the ACHSM Constitution