

Representation Policy



INTRODUCTION

The following policy and procedures are applicable to Cancer Nurses Society of Australia Ltd Staff, Directors, Volunteers and Members. CNSA recognises that it is important for the Society to be represented on external committees and in attendance at a range of meetings, including consultations, to ensure that CNSA provides input on specific topics relevant to cancer nursing and to facilitate communication and collaboration between organisations.

Representing the CNSA is a privilege granted to members who embody CNSA values and have required skills, knowledge and expertise to meet the needs of the specific opportunity. Members demonstrate these values through their commitment to best possible outcomes and experiences for people affected by cancer and the Society. The CNSA Board of Directors believe that it is important to set high expectations of members who represent the Society in relation to contribution and communication in order for the Society to ensure the voice of nursing is truly representative of the membership.

PURPOSE

The purpose of this policy is to provide guidance on the approach to the appointment, responsibilities, reporting and remuneration for CNSA representation externally to the Society.

DEFINITIONS

TERM	DEFINITION
Representation	The act or process of doing something on the behalf of another or others.

PRINCIPLES OF APPOINTMENT

The Board of Directors will determine whether a Director, Special Practice, Standing or State Group Committee member or a member representative is the most appropriate CNSA representative.

In determining who and how the CNSA will best be represented, the Executive Officer (EO) in collaboration with the Board of Directors will consider;

- the level of policy development and decision making involved and the potential impact and influence on the CNSA strategic intent;
- geographical region, area of interest, skills and subject matter expertise;
- if a potential representative is approached by an external organisation to represent the CNSA on a committee or other body, the appointment must be approved by the Board of Directors;

RESPONSIBILITIES

All representatives appointed to represent the CNSA are required to conduct themselves at all times in accordance with the following;

- Abiding by all relevant CNSA policies
- Provide their expertise and commitment when representing the CNSA
- Act ethically, with honesty and integrity in the best interests of the CNSA at all times.
- Attend a majority of meetings; to promote continuity, or where attendance is not possible, negotiate to provide a proxy or submit an apology.

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- Prepare for each meeting by reading and considering the agenda items, papers circulated and other relevant documents before the meeting.
- Participate fully and frankly in deliberations and discussions; to encourage a diversity of opinion.
- Make decisions fairly, impartially and promptly, considering all available information.
- Not harass, bully or discriminate against colleagues, CNSA members, members of the public and/or employees of the CNSA.
- Not improperly influence other committee members.
- Declare any actual or potential conflicts of interest (see below).
- Maintain and respect confidential discussions as appropriate.

REPORTING

For all external representation organised by external bodies or led by CNSA with external representatives' in attendance information of significance and issues relevant to the CNSA are to be included in a report submitted following each meeting for review by the Board of Directors no later than 4-weeks after each representative occasion.

REMUNERATION

The CNSA does not pay for attendance at, or for participation as a CNSA representative. Where not covered by the external body remuneration for out of pocket travel and accommodation expenses are provisioned by the CNSA travel Policy.

REPRESENTATION REGISTER

CNSA will maintain a Representation Register containing the following information;

- Current CNSA representation on external Committees and consultations; and
- Historical CNSA representation on external Committees and consultations.

SUPPORT

The CNSA will provide all representatives with all available information regarding the committee or meeting for which the representative is nominated and ensure the representative is aware of their responsibilities.

ADDITIONAL INFORMATION

The following documents inform this policy (i.e. documents not mandatory to the implementation of this policy but are considered best-practice and aid implementation):

- CNSA Code of Conduct
- [NMBA Code of Conduct for Nurses](#)