

POLICY	THE ESTABLISHMENT AND OPERATION OF ACTION GROUPS
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Purpose	This policy outlines the process for setting up Action Groups, their function and how these groups carry out their business.
Background	<p>The Board is committed to involving the community in its activities and decision making.</p> <p>Action Groups are an essential part of the formal structure linking the community to the Board and its Committees.</p>
Scope	<p>This policy covers Action Groups.</p> <p>A separate policy covers Advocacy and Expert Reference Groups and Community Health Groups.</p>
Function	<p>Action groups are established under the auspices of the Board's Community Involvement Policy, to provide advice and expertise to the Board or its Advisory Committees on a specific issue or problem.</p> <p>The groups operate according to Terms of Reference or a Project Plan agreed by Board/Committee.</p>
Term	Finite time period as outlined in Terms of Reference or Project Plan.
Composition	<p>Ideally no more than 10 members.</p> <p>Usually a mix of consumers, providers, professionals and advocates and will vary depending on the scope.</p> <p>Composition is determined by Board/Committee.</p>
Representation	While it is recognised that each member brings a particular perspective, once appointed a member is not a representative of, or an advocate for, their particular community of interest. Rather, members would be expected to act in the best interests of the community and the NMDHB.
Appointment Process	<p>Communities of interest and interested individuals are notified of the purpose, scope and composition of the intended action group and invited to nominate accordingly.</p> <p>Nominations are to be made in writing on the form supplied by NMDHB.</p> <p>Nominations, once received, are considered by Board Officers and the Committee Chair and a recommended short list of suitable persons compiled.</p> <p>Short list is approved by the Board/Committee. If more persons are short listed than are required for the group, then the communities of interest are invited to provide, in confidence, their preferred candidate/s.</p> <p>Taking account of these preferences, Board Officers and Committee Chair recommend appointments to the Board/Committee.</p>

Issue Number	1	Name	Glenys Baldick	Distributed to	All Staff
Date Approved	31/7/2001	Position	Chief Executive Officer	File name	Action Groups
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Chairperson	The Chairperson or facilitator of the group is appointed by the Board/Committee.
Accountability	Members are appointed by the Board/Committee and are accountable to the appointing body.
Support	Provision of reasonable support and guidance to an Action Group is the responsibility of a named Board Officer.
Remuneration	Group members are reimbursed actual and reasonable expenses according to the current Board policy. Any remuneration or reimbursement is negotiated in advance.

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