

The Role of an AMA Queensland Councillor

The purpose of the AMA Queensland Council is to:

- a) determine questions and matters of policy for the AMA Queensland;
- b) make recommendations to the Board about representing AMA Queensland on all matters of policy with government or other bodies or persons;
- c) review AMA Queensland's existing health policies to ensure that they remain relevant;
- d) assist to ensure that AMA Queensland's health policies represent the views of Members.

As an AMA Queensland Councillor you will be expected to:

- be a strong and enthusiastic advocate for the organisation – encourage membership and work with the Secretariat to recruit and retain members;
- provide timely feedback on policy and position statements as distributed; and
- participate on relevant Council Committees and Working Groups.

It is expected that Councillors will have constructively informed themselves of the content of the agenda and issues for discussion prior to attending every Council meeting – contributing to policy discussions and working parties. Prior to every meeting, all Councillors are expected to provide a written report for inclusion within the agenda papers and other relevant information specific to the issues confronting your specific geographical or craft group. Councillor Reports are to be provided to the Executive Office ten (10) working days prior to every meeting. Councillors may also be expected to speak about these issues at meetings. Councillors are encouraged to actively partake in all meetings.

Membership Recruitment and Retention Responsibilities

As well as being a representative of the organisation, Councillors have an internal role to assist the Member Relations Team, along with other teams within the Secretariat, with recruitment and retention tasks including:

- contacting new members, as designated (i.e. new members within your geographical location or craft group), to welcome them as new AMA Queensland members;
- contacting non-members within your geographical or craft groups to speak to them about the benefits of AMA Queensland membership and encouraging them to join;
- reporting to Council on behalf of members in your geographical or craft group – with a focus on specific geographical/craft group issues; and
- attending and promoting AMA Queensland events where possible.

Time Commitment Estimates

- AMA Queensland Council meets four (4) times a year for approximately three (3) hours on each occasion. Two (2) meetings are held entirely virtually, and two (2) meetings are hosted in Brisbane with an option to dial in virtually.
- Preparation for Council meetings (approximately 2 days/year)
- Interaction with Secretariat staff (approximately 2 days/year)
- Response to circular motions and discussions on SLACK (approximately 2 days/year)

Length of Term: Councillors are elected for a two-year term, commencing at the conclusion of the Annual General Meeting in May. Councillors can serve up to a maximum of 3 consecutive terms (6 years)

Expenses

AMA Queensland covers the cost of Councillors' travel and accommodation expenses to attend Council meetings in Brisbane in line with the AMA Queensland Travel and Expenses policy.

Confidentiality

Each Councillor is required to sign a confidentiality agreement before commencing in their role.