

The Role of an AMA Queensland Councillor

The purpose of the AMA Queensland Council is to:

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

Qualities of an effective Councillor:

- 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 groups.

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 Services 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.

Length of Term: Two-year term with an eligibility to be re-elected to serve a maximum of three consecutive two-year terms (six years).

Time commitment estimates:

- The AMA Queensland Council meets four times per year. Council meetings are usually held on a week night from 6.00pm to 9.00pm on each occasion. Attendance is via virtual videoconferencing unless there is a specific need for face-to-face interaction.
- Preparation for Council meetings (approximately 2 days/ year).
- Participation in Council committees and working groups (approximately 2 days/year).
- Interaction with Secretariat staff as required (1-2 days).
- Response to circular motions and discussions (approximately 2 days/year).

Expenses:

AMA Queensland covers the cost of Councillors' travel and accommodation requirements 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.

Induction:

Each Councillor is required to undertake an induction within one month of commencing in their role.