Expressions of Interest
Consumer Advisory Committee (CAC)

The Australian College of Midwives (ACM) is seeking suitably qualified individuals who are interested in joining the Consumer Advisory Committee (CAC).

CAC Purpose
There are ongoing challenges to address midwifery practice in Australia requiring the active involvement of the Australian College of Midwives (ACM) and it is recognised that consumers are a critical component in the delivery of maternity services in Australia. The Consumer Advisory Committee (CAC) will provide advice and make recommendations to ACM on these matters from a consumer perspective.

The role of the Committee is to:
- support ACM to work in partnership with consumers and consumer organisations;
- provide expert advice to ACM (including the Board) via Chief Executive Officer (CEO) on matters related to consumers of midwifery care and maternity services;
- identify the needs of consumers and bring these to the attention of ACM;
- provide expert advice and support to the CEO on ways in which to utilise national/international policies and developments in midwifery practice to assist with the ongoing development of midwifery in Australia, from a consumer perspective;
- make recommendations from a consumer perspective about ways in which ACM can effectively contribute to the ongoing development of midwifery practice and high quality, safe maternity care in Australia;
- undertake specified tasks or projects as requested by the CEO from time to time, such as drafting ACM policies, responding to external consultations, other relevant projects relating to midwifery practice, from a consumer perspective;
- represent ACM as either individuals or as a group when requested to do so by the CEO in matters of relevance for consumers and as resources permit;
- liaise with various national and international organisations and individuals on behalf of ACM when requested to do so by the CEO;
- provide input to the CEO on the selection of experts to represent ACM on national/international committees relating to consumers as necessary;
- liaise with any other ACM committee through the Chair as matters arise;
- assist with communicating ACM activities to consumers and consumer organisations;
- provide representation on maternity consumer groups; and
- carry out the responsibilities/role in a culturally-safe manner, demonstrating respect and understanding of the wide variety of cultural beliefs and practices members may come across during their time on this committee.

Appointment
As per the TOR, the appointment is for a period of 3 years.

Members will need to undertake a membership renewal EOI process at the end of their first term, thus reconfirming their commitment to the Committee and the Committee obligations. Re-appointment to the Committee will be dependent on a successful EOI being completed, as well as, evidence being noted of active participation in Committee meetings and project work over the period of the previous appointment.

Meetings
The CAC meets quarterly by Zoom or teleconference however a majority of work is undertaken by email. The current meeting schedule is as follows (but are subject to change):

<table>
<thead>
<tr>
<th>Month</th>
<th>February, May, August, November</th>
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<tbody>
<tr>
<td>Day</td>
<td>1st or 2nd Tuesday</td>
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<tr>
<td>Time</td>
<td>12:00pm (AEST)</td>
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Transparency
Names and profiles of members will be communicated to ACM members via e-bulletin, website and social media. This is to ensure transparency of governance and inform members of ACM activity.

Expectations
- Members should be prepared to attend all scheduled meetings for the Committee, with a minimum of 50% attendance per year to maintain Committee membership;
- Members should be prepared to actively participate in all dialogue that occurs “out of session” pertaining to Committee business, which may on occasion require a quick response. E.g. regularly check email correspondence and promptly respond to requests, even if this is to say "I’m sorry I can't contribute!". This information will inform decisions related to continued membership of the committee;
- In busy periods you may anticipate the need to dedicate approximately 1-2 hours per week to the committee;
- Contribute to or lead committee work, which may include providing opinions on courses or web pages, commenting on documents, contributing to submissions, writing for the Australian Midwifery News, etc.

What’s in it for you?
- You will receive a letter of acknowledgement of your appointment to the ACM CAC;
- You can add this role to your CV as evidence of your engagement and personal/professional development;
- You will have access to resources and engagement with other consumers and health professionals who are passionate about midwifery;
- You will have the opportunity to help guide ACM’s developments and changes;
- You will gain experience in working on a Committee and there may be opportunities to represent the ACM at local or national events;
- You will build up your personal/professional network by working with other consumers and midwives.

Selection Criteria
The CAC is a skills-based committee with appointments made against the following criteria:
- be a current financial member of the ACM;
- demonstrate an interest in the ACM vision and goals and consumer issues;
- demonstrate that they are, or have been, a consumer of midwifery care;
- have experience in, or a capacity to, represent consumers with regards to midwifery practice and maternity services in Australia;
- have e-mail access; and
- have a willingness to donate time and expertise to the scheduled meetings and activities undertaken by the committee on behalf of the ACM as outlined in this TOR.

CAC Terms of Reference
Download the TOR here

For further information
Please contact Hilary Rorison (Midwifery Advisor Professional Practice Unit)
hilary.rorison@midwives.org.au

To apply
You will need to send the following details:
- Current CV
- Written response to all of the Selection Criteria
Send to: admin@midwives.org.au
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Process for selection

• Once applications are received, they will be reviewed for completeness. An incomplete application will not be considered.
• Completed applicants that have addressed the selection criteria will be sent to the Midwifery Advisor Professional Practice Unit & the current CAC Chair for review.
• Approved applications will be submitted to the ACM CEO for approval.
• Successful applicants will be recruited to the CAC in readiness for the next available meeting.
• Unsuccessful applicants will be contacted and advised of the reasoning for their application not being approved.
• Ideally the process will take no more than 6 weeks from receipt of application. ACM will advise if there are any anticipated delays.