Expressions of Interest  
Safety and Quality Advisory Committee  
(SQAC)  

Expressions of Interest (EOI) are sought from suitably qualified individuals for membership of the Australian College of Midwives (ACM) Safety and Quality Advisory Committee (SQAC).

**SQAC Purpose**  
The delivery of safe and quality maternity and midwifery services is critical to ensure that mothers, babies and families are not harmed, and receive the highest standard of care that is possible. The Safety and Quality Advisory Committee (SQAC) will provide advice and make recommendations to the Australian College of Midwives (ACM) on matters related to safety and quality.

The role of the Committee is to:
- Provide expert advice to the ACM (including the Board) via the Chief Executive Officer (CEO) on matters related to safety and quality in the provision of maternity and midwifery services and care.
- Make recommendations about ways in which the ACM can effectively contribute to safety and quality initiatives and projects.
- Represent the ACM either as individuals or as a group as appropriate when requested to do so in matters of safety and quality, and as resources permit.
- Liaise with various national and international organisations and individuals on behalf of the ACM when requested to do so by the CEO.
- Provide input to the CEO on the selection of experts to represent the ACM on national/international committees relating to safety and quality as necessary.
- Liaise with any other ACM advisory committees through the Chair as matters arise
- Carry out the responsibilities/role in a culturally-safe manner, demonstrating respect and understanding of the diversity of cultural beliefs and practices within Australia.

**Appointments**  
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 SQAC 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>March, June, September, December</th>
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</thead>
<tbody>
<tr>
<td>Day</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Time</td>
<td>12:00pm (AEST)</td>
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</tbody>
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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**
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- 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 SQAC which can be used in your professional portfolio;
- You can add this role to your CV as evidence of your professional engagement and personal/professional development;
- You can log all hours that you undertake attending meetings or addressing work for the SQAC in your professional portfolio as CPD hours;
- You will have access to resources and engagement with fellow health professionals;
- You will have the opportunity to help guide 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 your midwifery peers.

Selection Criteria
The SQAC is a skills-based committee with appointments made against the following criteria:
- Current financial member of the ACM
- Excellent written and oral communication skills.
- Ability to think strategically.
- Have email access.
- 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 the Committee’s TOR.

SQAC 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

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 SQAC Chair for review.
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- Approved applications will be submitted to the ACM CEO for approval.
- Successful applicants will be recruited to the SQAC 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.