



## **Representing Indigenous Allied Health Australia**

1. Representing IAHA is defined when an IAHA member or employee is delegated in an official capacity as a representative to speak, act, present, attend or observe on behalf of the organization at various forums approved by the Board of Management that may include:
  - 1.1 Committees
  - 1.2 Councils
  - 1.3 Working Groups
  - 1.4 Advisory Groups
  - 1.5 Reference Groups
  - 1.6 External Boards
  - 1.7 Conferences/Symposiums
  - 1.8 Community events such as expos, sporting events, schools, universities etc
2. IAHA representatives can receive appropriate support from IAHA including:
  - 2.1 Administrative and communication support including briefings and assistance with speech and presentation preparation.
  - 2.2 Travel, accommodation and meal allowance, based on the IAHA Travel Policy and Procedures, and out of pocket expenses (refer to point 13 below).
3. A copy of 'IAHA's Representing IAHA Fact Sheet' is provided to IAHA representatives before they participate in the role.
4. Where appropriate, the requesting body may provide funding support for the IAHA representative to attend the activity.
5. Representatives of IAHA must clearly indicate they are representing IAHA where there may be confusion about multiple organisational or professional commitments.
6. Members and employees seeking approval to represent IAHA must demonstrate an understanding of and commitment to the following IAHA representative criteria:
  - 6.1 Undertake IAHA representative activities in the best interest of IAHA.
  - 6.2 Represent IAHA in a way that is consistent with the IAHA Constitution, Strategic Plan, current Board decisions and IAHA policies and procedures.
  - 6.3 Conduct themselves in a way that is consistent with the IAHA values and Code of Conduct.
7. Representatives may be requested to submit speeches, presentations and other relevant materials to the Secretariat before the attending the activity or event within a timely manner.
8. Representatives will be required to complete a travel form, which will assist in identifying associated costs with the representative attending the activity or event in a timely manner as requested by the Secretariat.

9. Representatives are to provide relevant feedback to the Secretariat on the activity or event, including outcomes and recommendations (if appropriate). This may be carried out through a mode of feedback that is agreed by the representative and the Secretariat.
10. Upon receipt of the feedback at the Secretariat, a staff member responsible for the coordination of the activity or event will file the feedback on the relevant electronic filing system. This will also contribute to IAHA reporting requirements.
11. Representatives may apply for reimbursement of reasonable out-of-pocket expenses (refer to IAHA Policy and Procedure on Reimbursement for Out-of-Pocket Expenses) by the Finance Manager for approval and processing within a timely manner.
12. The representative will not be required to speak to media on behalf of IAHA at any time, unless prior consent has been given by the IAHA CEO.
13. Associated IAHA Policies and procedures can be found in the Members Login in Policies and Procedures in reference to:
  - 13.1 Travel, Accommodation and Meal Allowances
  - 13.2 Reimbursement of Out-of-Pocket Expenses
  - 13.3 Media
  - 13.4 Financial Delegations
  - 13.5 Delegations
  - 13.6 Conflict of Interest
  - 13.7 Code of Conduct