



## **TERMS OF REFERENCE:**

### **INDIGENOUS ALLIED HEALTH AUSTRALIA (IAHA) NATIONAL ABORIGINAL AND TORRES STRAIT ISLANDER HEALTH ACADEMY**

#### **GOVERNANCE COMMITTEE**

#### **INTRODUCTION**

IAHA's National Health Academy Program Governance Committee (the Governance Committee) will provide strategic leadership, advice and direction on the implementation of the National Health Academies. The Committee will make recommendations through the Chief Executive Officer of IAHA and related sub-committees on strategic matters relating to Aboriginal and Torres Strait Islander secondary and tertiary education (Vocational Education & Training (VET), School-Based Traineeships and university pathways) and the development of sustainable, additional health workforce capacity nationally.

#### **PURPOSE**

The National Governance Committee has been established to provide strong program and cultural governance and continuous quality improvement of the Aboriginal & Torres Strait Islander Health Academy Program at the National level.

The Governance Committee will assist the IAHA Board of Directors, Chief Executive Officer, Leadership team and project staff to oversee and monitor the successful implementation of the National Health Academies. The Committee will consider and take account of the advice and direction provided by the Regional Aboriginal and Torres Strait Islander Health Academy Program Technical Advisory Groups (TAG) across locations.

#### **ROLES & OBJECTIVES**

The Governance Committee is responsible for advising and supporting IAHA on matters relating to the National Health Academy Program. This includes:

- Promoting equitable access for Aboriginal and Torres Strait Islander young people to development, education, training and permanent employment opportunities.
- Contributing to future strategic workforce and education modelling by reviewing sector trends aligned to young Aboriginal and Torres Strait Islander peoples.
- Generating capability and networks to help build skills, service and employment opportunities in health and other career sectors.
- Ensuring that the National Health Academy program is providing high-quality education and training that is meeting the cultural aspirations and needs of Aboriginal and Torres Strait Islander Communities.
- Supporting the cultural governance, including the cultural safety and responsiveness, of the National Health Academy Program.
- Ensuring that the Governance Committee is fulfilling its duties, through an annual self-assessment of its performance against these terms of reference, reporting to the IAHA Chief Executive Officer.

## **MEMBERSHIP & STRUCTURE**

The Advisory Committee will consist of up to nine (9) members comprising of representatives with relevant expertise and skills:

- Two (2) representatives from the IAHA Board of Directors
- Three (3) representatives from the IAHA Full Membership – Allied Health Graduate, Allied Health Student and/or Assistant Workforce
- Three (3) representatives from Aboriginal or Torres Strait Islander peak organisations,
- One (1) representative from IAHA's Associate membership - Individual

The IAHA Board, Aboriginal and Torres Strait Islander members, and peak organisation representatives will be appointed through the IAHA Board of Directors. IAHA member positions will be subject to an application process, however members may be approached to apply for or be appointed to unfilled vacancies.

The Governance Committee members are asked to serve an initial two-year term, but may be invited to renew their membership or recommend a replacement member from their particular field or area of expertise.

Observers and secretariat support will include the Chief Executive Officer and additional appointment of IAHA staff will be assigned to support the Committee.

## **MEETING FREQUENCY**

The Committee will meet a minimum of four times a year which is aligned with the Australian state and territory school semesters. The Committee will meet either via teleconference or face to face.

## **REMUNERATION**

This will be determined by the IAHA Board of Directors but all out of pocket expenses will be reimbursed in line with the IAHA Out of Pocket Reimbursement Policy.

## **CHAIRPERSON ARRANGEMENTS**

The Chairperson will be a representative from the IAHA Board of Directors with an alternate proxy from the IAHA Board Directors.

## **MEETING PREPARATION**

Where possible the following timeframes will be implemented by the nominated Secretariat:

Step	Action
<b>3 Weeks Prior to Meeting</b>	
1	Secretariat to work with the Chair on a draft agenda and seek agenda nominations by email from members.
2	Send out a draft agenda seeking further advice or comments.
<b>2 Weeks Prior to Meeting</b>	
2	Secretariat to circulate an Agenda and papers to members.
<b>1 Week Prior to Meeting</b>	
3	Secretariat to provide members with any late papers.
<b>2 Weeks Post Meeting</b>	
4	Secretariat to circulate Minutes including Action Items to the Governance Committee members.
5	If meeting Minutes are unable to be provided, Secretariat to communicate with the Governance Committee members.

The Agenda will be reviewed at the beginning of each meeting and prioritised if required.

## **REVIEW**

These Terms of Reference will be reviewed annually at the first meeting in the new calendar year.