

USANZ Representation on External Committees

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Purpose and Scope

This policy establishes a framework for a consistent approach to the appointment, review, reporting and support processes in relation to USANZ Representation on external advisory committees, boards, working groups or bodies established by external organisations (External Committees).

The policy applies to appointments or nominations approved by the USANZ Board of Directors (Board) where the appointee has an obligation to act, in whole or in part, as a representative of USANZ (Representative).

The policy does not apply to appointments to:

- USANZ Committees;
- External Committees where the USANZ Board provides assistance to an external organisation to identify suitable candidates but is not the decision-making authority for the appointment; or where the appointee is not a USANZ Representative.
- USANZ Directors who participate on external committees or Boards where the appointment arises as a result of ex-officio roles (such as the President's appointment on the Board of Urology).

Policy

1. Principles

- USANZ is often invited to participate in committees, working parties and urological advisory groups and recognises that involvement is strategically important to facilitate communication and collaboration between organisations and to influence policy, research and other activities.
- USANZ also actively pursues opportunities for its members for appointment to high profile committees as a way of enhancing the international professional standing of both the Society and of the member(s) concerned.
- The assessment of, and agreement by both USANZ and the USANZ Representative, of any shared benefits is an integral component of this policy to ensure the member funds are used responsibly and demonstrate value to the broader membership base.

2. Decision-making authority

The Board is responsible for considering and approving all requests for a USANZ Representative to an External Committee.

The Board has delegated the initial appraisal of requests to the Leadership Group to exclude requests that do not warrant Board consideration.

3. Requests for USANZ Representative

Requests for USANZ Representation should be sent to the USANZ President at president@usanz.org.au . Requests must:

- set out the expectations of both USANZ and the Representative;
- include the Committee Terms of Reference or scope;
- identify the tenure of the appointment and the anticipated commencement dates;
- include details of any associated costs such as those associated with attending meetings, as well as the frequency and location of those meetings;
- include details of any allowances or other funding to be provided to the Representative; and
- details of any conflict of interest requirements the Committee may impose.

4. Appointment process

Determining the process of appointing a Representative is at the sole discretion of the Board.

In making the determination, the Board will take into account: the strategic importance of the appointment, any related deadlines, and the resources required to carry out the appointment process.

4.1 Direct appointment by the Board

The Board may nominate a suitably qualified member for appointment to the position.

4.2 Expressions of Interest (EOI)

Where possible, USANZ will call for expressions of interests from members via UroNews, by email circular or via the USANZ website. A link to this policy will be included in the EOI.

Applicants will be required to submit a written application that includes:

- a statement addressing any advertised selection criteria;
- confirmation that the applicant has read and understood the role and any conditions attached to the appointment; and
- any other documentation required by the Board or the requesting organisation (ie a CV or referees).

Applications received after the advertised closing date will not be accepted.

4.3 Notification of applicants and members

- The President will contact the successful applicant to offer the position. The applicant will be provided with a letter of appointment setting out relevant terms and conditions (Refer 7. below). The letter of appointment must be signed by the applicant and returned to USANZ before the recruitment process is considered to be complete.
- Unsuccessful applications will be notified after the appointment process has been completed.
- The appointment will be announced to USANZ Members via UroNews and/or other USANZ communication platforms.

5. Termination of appointment

The Board may terminate any appointment to represent USANZ at its discretion.

If the Representative is no longer able to meet their obligations as a delegate or wishes to end their involvement with that Committee, they must notify the USANZ President and CEO immediately.

If the Representative role on the Committee concludes, the Representative is requested to notify the President and CEO to ensure USANZ is aware of the conclusion in a timely manner.

6. Remuneration and Reimbursement of Expenses

6.1 Remuneration and Sitting Fees

USANZ makes no claim in relation to sitting fees or other remuneration paid by the external organisation to the Representative for carrying out their duties under the External Committee's terms of reference.

The Representative accepts full responsibility for any taxation or other reporting obligations that result from such payments.

6.2 Travel and Accommodation Expenses

6.2.1 Expenses met by External Committee

If the External Committee meets the costs of travel and accommodation to attend meetings, USANZ will not be required to contribute further funds.

6.2.2 Expenses not met by External Committee

By their nature, appointments to External Committees by USANZ are generally to high profile domestic and international organisations. These appointments benefit not only USANZ, but also the representative, as their reputation and professional standing is enhanced.

As many are international appointments, Committee meetings generally incur high travel costs. To defray these costs and maximise attendance by Committee members, meetings are often conducted remotely with face-to-face meetings scheduled to coincide with international urological meetings attended by Committee members as part of their Continuing Professional Development obligations.

In recognition of these factors, and subject to any exclusions identified under 6.2.3 below, USANZ has implemented a cost-share arrangement whereby:

- USANZ will meet 50% of the travel and accommodation costs to attend formally convened, face-to-face, meetings of the relevant Committee.
- The Representative will be required to meet the balance of the travel and accommodation costs.
- USANZ will not cover travel or accommodation costs for additional nights that are not required for the purposes of attending to Committee business.
- USANZ will not cover travel expenses incurred by partners (or others) travelling with individuals.
- Representatives are expected to travel in an economical way, recognising that they are accountable to members for the way costs are incurred.
- Representatives are expected to submit a budget for expected travel costs for each year, by the end of August the previous year, so costs can be incorporated into the USANZ budget cycle.
- All travel must be approved by the CEO prior to making any travel arrangements.
- The Representative may choose the class of travel. However, USANZ will only reimburse the cost of business class travel where the journey meets the criteria set out in the

USANZ Travel Policy. That is, business class travel may only be granted on international flights (excluding travel to/from New Zealand) where the duration is greater than five hours.

- Expenses must be claimed within three months of being incurred and be supported by receipts or other evidence of the expense having been incurred.
- Potential Representatives must be informed of, and agree to, this arrangement during the recruitment and appointment processes.

6.2.3 Unfunded appointments

In limited circumstances, USANZ will not contribute to costs associated with an appointment. Such appointments may occur when: a) USANZ agrees to make an appointment it would not otherwise pursue and where the primary benefit is to the member(s); b) multiple appointments to the same organisation mean the high cost would not demonstrate value to the broader membership base; or the external organisation has an expectation that participants are self-funded.

Appointments to the Societe Internationale d'Urologie (SIU) fall under this clause.

7. Obligations of USANZ Representatives

USANZ Representatives are required to conduct themselves at all times in accordance with any terms and conditions set out in the letter of appointment. The letter of appointment will include requirements that Representatives must:

- Not act outside the conditions of appointment and agree to refer all matters requiring USANZ approval or endorsement to USANZ. Examples of matters that require USANZ approval include, but are not limited to:
 - making public statements on behalf of USANZ;
 - endorsing position statements;
 - agreeing to USANZ meeting costs outside the approved budget; or
 - circulation of discussion papers or other documentation to USANZ members on behalf of USANZ.
- Agree to any shared costs agreement that applies to the appointment.
- Declare any actual or potential conflicts of interest as soon as they arise.
- Agree to maintain the principles of confidentiality in relation to any USANZ or USANZ member information to which they may have access.
- Respond to Board request for feedback on appointment as a USANZ representative and/or provide a written report to the Board, at least annually, and identify any current or potential strategic issues or outcomes. Refer **attachment B** for sample request for feedback.
- Agree to adhere to USANZ's Privacy Framework to protect the personal information held by USANZ and ensure compliance with relevant privacy legislation, including the requirement to immediately report suspected or actual breaches to the CEO.
- Notify USANZ of developments that may change the nature or duration of the role (also see Clause 5. above)
- Notify USANZ of any changes to the frequency of meetings or any other issues that may require USANZ to commit additional resources to the appointment.

8. Insurance Arrangements

Delegated Representatives will have the following coverage under USANZ's insurance policies.

- Associations Liability: USANZ's policy insures Representatives acting on behalf of the Society at the direction of the Board, in relation to their work on the Committee. Coverage includes professional indemnity and office bearers' liability.
- Travel: Representatives will be covered under USANZ Corporate Travel policy which covers world-wide travel. Coverage includes personal accident, and sickness, overseas medical and evacuation, loss of deposits, cancellation and curtailment, luggage, money and a range of other items.

Representatives should be aware that USANZ insurance coverage contains the usual exclusions such as: wilful misconduct; advice provided outside the terms of appointment; or undertaking hazardous activities while travelling.

Representatives should contact the USANZ CEO if clarification of the extent of coverage is required.

9. Recordkeeping

USANZ will maintain a [Register of USANZ Representative Appointments](#). The [Register](#) will be reviewed annually prior to publication in the Annual Report.

Related policies, documents and legislation

- USANZ Privacy Framework
- Board Code of Conduct
- USANZ Travel Policy
- Register of USANZ Representative Appointments
- USANZ Insurance Register and associated policies
- Attachment A: Form: Consent to Act
- Attachment B Sample Request for Feedback

Definitions

- External Committee: refers to any advisory committee, boards of director, working group or other bodies established by external organisations.

Superseded documents

- None

Revision history

Version	Date approved	Notes	By
1.0	18/8/2018	Policy Developed	Board of Directors
2.0	27/11/2021	Inclusion of unfunded appointments in limited circumstances.	Board of Directors
3.0	31.5.2025	Addition of sample survey form to obtain feedback.	Board of Directors

Review date

This policy will be reviewed every 3 years. The next review will be in May 2027.

The Register of USANZ Representatives on External Bodies will be reviewed annually or more frequently as required.

Contact

Michael Nugara, CEO

Email: michaelnugara@usanz.org.au



Attachment A: FORM

Consent to Appointment as USANZ Representative

Appointment Details

External Committee, Board or Working Group: Click here to enter text.

Title of Role: Click here to enter text.

Name of USANZ Appointee appointed: Click here to enter text.

Term of Appointment: From: Click here to enter a date.
To: Click here to enter a date.

Date endorsed by USANZ Board of Directors: Click here to enter a date.

Appointment Conditions

By consenting to the appointment as a USANZ Representative, you are agreeing to the conditions set out in USANZ Representation on External Committees Policy.

Optional: - Insert sentence below and list any additional conditions agreed by the USANZ Board.

Additional conditions relating to this appointment, if any, are listed below.

If you have any concerns or questions about the policy, please contact the USANZ CEO for clarification before signing this Consent Form.

Consent to Appointment

I hereby consent to my appointment as a USANZ Representative to the role of [Insert Committee Name and Role].

.....
Signature

.....
Date

Return signed form to secretary@usanz.org.au

Feedback on Appointment as a USANZ Representative

The following email will be sent to USANZ representatives, excluding Board members who hold positions on an ex-officio basis, on a periodic basis as determined by the Board of Directors.

Dear [Name]

Re: Your position as USANZ Representative in [Role Name, Org/Committee Name/ Term]

As part of the Board's ongoing assessment of appointments to external Committees, we seek your feedback to help us assess the contribution of the appointment to our strategic objectives.

We note that one of the requirements for appointment as set out in the External Appointments Policy and the Consent to Act form, was that you provide a written report to the Board, at least annually, and identify any current or potential strategic issues or outcomes.

To date we have not received any information from you about the appointment and request that you respond to the short questionnaire below. Please feel free to add additional information or recommendations you feel may be valuable to the Board.

Thank you

1. *How would you assess the workload involved in the appointment?*

- Low – less than 2 meetings a year / minimal work between meetings
- Moderate – 3-5 meetings a year / some work between meetings
- High – more than 5 meetings per year with significant workload between meetings.

Any further comments? (optional)

2. *USANZ seeks representation on the [Committee/Working Group] as a way of having strategic urological input to research, policy and other work that aims to influence and drive improvements to the quality of patient care. How would you assess your appointment towards achieving this aim?*

- Low – urological component or ability to contribute on urological matters is limited.
- Moderate – urological component is integral to the work.
- High – urological component is integral to the work.

Without breaching confidences that may apply to the work, please describe the expected benefits or outcomes, with specific emphasis on urology.

3. *Do you have any other comments on the performance and effectiveness of the Committee including any comment relating to the value to USANZ in having representation on the Committee?*

[Free Text]

4. *If applicable, should USANZ continue to have representation in this forum once your tenure has been completed? Please briefly explain your reasons.*