

Branch Council & Executive Committee



Australian
Nursing &
Midwifery
Federation
Tasmania

Branch Council is the highest policy and decision-making body of ANMF (Tas Branch). Council positions are voluntary and elected from and by the ANMF membership. Branch Council consists of the President, Vice President, Secretary, Executive members and Council members.

Branch Executive Committee consists of four Executive members, the President, Vice President and Secretary. The Executive Committee has a delegated duty from the Branch Council to have a more in-depth oversight of the operational functions of the Branch. The Executive Committee regularly reports to the Branch Council.

BRANCH COUNCIL OBJECTIVES:

- 1 Provide leadership and set strategic objectives of the Branch.
- 2 Oversee management's implementation of the Branch's strategic objectives and its performance generally.
- 3 Approve operating budgets and major capitol expenditure.
- 4 Oversee the integrity of the Branch's accounting and corporate reporting systems including the external audit.
- 5 Oversee the Branch's processes for making timely, reasonable and balanced disclosure of information to its members.
- 6 Ensure the Branch has in place an appropriate risk management framework and monitors the assessed risks.
- 7 Monitor the effectiveness of the Branch's governance practices.
- 8 Promote and protect the interest of members.
- 9 Provide professional and industrial leadership for the nursing and midwifery industry and the health sector.
- 10 Lead and support our network of Workplace Representatives and have an active role in recruitment and retention of members.

BRANCH EXECUTIVE OBJECTIVES:

- 1 Review and scrutinise detailed Branch financial reports expanding on details of purchases and account transactions.
- 2 Oversee Human Resource decisions of the Branch such as staffing movements, role descriptions, salaries, allowances, terms and conditions of employment, employee professional development, grievances.
- 3 Review operational proposals and recommendations relating to service delivery, infrastructure, organisational structure of the Branch.
- 4 Review the Branch's contracts, agreements and suppliers list annually.
- 5 Review all Educational Grant applications made by members.
- 6 Review all hardship benefit payments/waivers of fees applications made by members.
- 7 Act as selection panel for the ANMF Workplace Representative of the Year Award.
- 8 Approve or deny procurement of goods or services exceeding \$3,000 in accordance with the Branch's Tendering and Procurement Policy.

EXPECTATIONS OF OFFICERS

- 1 Comply with the principles of good governance and act ethically and responsibly and in the best interests of ANMF (Tas).
- 2 Comply with the laws and regulations that apply to ANMF (Tas) and its operations.
- 3 Not take advantage of the property or information of ANMF or its members for personal gain or to cause detriment to ANMF or its members.
- 4 Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures.
- 5 Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest or are interests disclosable in accordance with relevant legislation.
- 6 Act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material that comes before Council.
- 7 Contribute to and actively participate in robust discussions on strategies to address ANMF member needs.
- 8 Review meeting documentation in advance and frequently attend meetings prepared to discuss matters and ask questions when necessary.
- 9 Complete a formal orientation and Union Governance training within 6 months of appointment to the role.
- 10 Monitor the performance of; and be a support mechanism for; the Branch Secretary regarding the Secretary's role in managing the Branch's operations.



Contact ANMF Enquiries for more information: (03) 6223 6777
or 1800 001 241 (outside of Hobart) | enquiries@anmftas.org.au anmftas.org.au

Authorised by Emily Shepherd, Branch Secretary, 19 July 2018