

## 1. Purpose

1.1 The purpose of this policy is to:

Make explicit the way in which individuals are selected to represent CAUDIT on internal and external committees and working parties.

## 2. Application

2.1 CAUDIT Committees, Working Parties and CAUDIT staff.

## 3. Exceptions

CAUDIT Executive Committee (Governed by Constitution)

## 4. Definitions

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| Executive Committee  | Those individuals who are members of the CAUDIT Executive Committee, including all elected positions, ex officio positions, and any appointed positions. |
| CAUDIT Committees    | Those individuals who are nominated or volunteer to participate in a CAUDIT Committee, other than the Executive Committee.                               |
| CAUDIT Working Party | Those individuals who are nominated or volunteer to participate in a CAUDIT Working Party.   |
| CAUDIT CoP           | Those individuals who volunteer to participate in a formal CAUDIT Community of Practice.   |
| CAUDIT staff         | Those individuals who are employed by CAUDIT, either directly or via a separate legal entity.  |
| Group                | Committees, working parties, Communities of Practice.  |

## 5. Policy Statement

Nomination and selection of people who represent and participate on CAUDIT committees and working parties or groups will be conducted in an open and transparent way.

## 6. Process

The following general principles will apply:

- 6.1 An opportunity is identified. This may be for an existing group or the formation of a new group.
- 6.2 Criteria for participation will be established either by way of a formal Terms of Reference, or direction from the Executive Committee.
- 6.3 A call to member institutions for participation will be issued via email and CAUDIT newsletter (where timing permits) with responses being collated by the responsible CAUDIT Staff member.
- 6.4 All calls for participation will include an approximate time commitment expected of group members.



- 6.5 If an opportunity to Chair a group is identified, criteria will be established and a call to member institutions for nomination will be issued via email and CAUDIT newsletter. If only one EoI or nomination is received, that person will be deemed elected as Chair. If more than one nomination is received, the CAUDIT Executive Committee will appoint via vote (either via electronic voting or other mechanism appropriate to the situation).
- 6.6 Notice of the outcome of group or Chair membership will be circulated to CAUDIT members by email or via the CAUDIT newsletter.
- 6.7 All member representatives will then be advised as to the representation. This will generally be via email and monthly newsletter.

## 7. How CAUDIT supports Committees

- 7.1 CAUDIT will provide secretarial support to formal CAUDIT Committees however the members of the group are expected to be pro-active, efficient and to contribute and facilitate the delivery of the group's goals.
- 7.2 CAUDIT will provide some administrative support to CAUDIT Communities of Practice as per the relevant CAUDIT policy.

## 8. Other related policies

- 8.1 CAUDIT holds other policies that may be used in support and connection with this policy such as:
- CAUDIT Policy on Supporting Communities of Practice
  - CAUDIT Delegations Policy
  - CAUDIT Conflict of Interest Policy

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| <b>Approved:</b>        | <b>CAUDIT Executive Committee – 5 August 2016</b> |
| <b>Reference:</b>       | <b>Executive Meeting Minutes</b>                  |
| <b>Date for Review:</b> | <b>Bi-ennial review</b>                           |
| <b>Category:</b>        | <b>Engagement</b>                                 |
| <b>Access:</b>          | <b>Public</b>                                     |

