



Policies and Procedures

Committee Representation

Version: Final May 2015

1. BACKGROUND

The ALLG has adopted a new Constitution 14 November 2013, in keeping with the Constitution this document outlines the process required for appointment to the Board and the ALLG's Scientific Advisory Committee (SAC).

The nomination and selection of Board and SAC representatives is the prerogative of the members of ALLG through the election process. However, given the responsibilities of the Board and the SAC, there is a need for the Board to have diversity and an appropriate mix of expertise and experience. This policy aims to facilitate the election of those people who best meet the needs of the Board and the SAC through describing the election process.

2. PURPOSE

This policy is intended to clarify the content of the organisation's constitution by making explicit the underlying principles of governance approved by the organisation.

3. SCOPE

This policy applies to the Members, Board of Directors, Committee Members and staff members employed by the ALLG.

4. REFERENCES

This policy should be enacted according to the Constitution, and read in association with the named policies in Section 9.0.

5. AUTHORISATION

The ALLG Chairman of the Board.

6. POLICY

The Board of ALLG is an elective, representative, and collective body.

- It is elective, in that the determination of Board members is the prerogative of members through the election process.
- It is representative, in that no member can be mandated by their constituency to adopt a particular position if they do not believe it to be in the best interests of the organisation. Whatever the constituency of any member, all members are committed to acting selflessly and making decisions and voting on governance decisions solely in the best interests of the organisation.
- It is collective, in that while each member should put the point of view of their constituency, and each member has the right to argue for their own point of view and to vote for that position, once a collective decision has been taken Board members are required to support that decision.

This policy defines the process for which Members and non-Members in the case of the Board can nominate and be elected to the Board and SAC.

7. PROCESS

The Board should attempt, using its network of contacts within and without the organisation's membership, to identify appropriate individuals with needed skills and interests as potential Board members. When vacancies arise among the elected Board positions, such individuals should be encouraged to nominate for election. Such individuals may also be appointed by the Board, where and as the Constitution provides, to vacant Board positions.

The SAC should attempt, using its network of contacts within the organisation's membership, to identify appropriate individuals with needed skills and interests as potential SAC Representatives. When vacancies arise among the elected SAC positions, such individuals should be encouraged to nominate for election. In keeping with the SAC Terms of Reference such individuals may also be co-opted by the SAC, where a needed specialty or skill set is not represented by the elected members.

Eligible persons are to nominate via the procedure outlined in the Election Policy and Election Procedure documents.

The mechanism for the resolution of complaints, grievances or problems raised by this and other Election policies should be directed to the Chairman of the Board.

The following procedure will apply:

- Matter referred to Board Chair.
- Board Chair requests a written submission of the complaint, giving the complainant seven working days to submit the written document.
- In order to ensure transparency and independence the Board Chair appoints two others to assist in the review of the written complaint and make a determination. This forms the Review Committee.
- A Review Committee must consist of at least one non-Clinician Director and one Clinician Director.
- The determination of the review committee will be delivered in writing to the complainant.

Appendix A: ALLG Dispute Resolution.

8. Responsibility

The CEO is responsible for the implementation and compliance with this policy.

The Chairman of the Board is responsible for the review of this policy.

All Board members, committee members, and staff are responsible for adhering to this policy.

9. Related Policies and Documents

ALLG Company Constitution

Strategic Plan

ALLG Policy and Procedure Manual


ALLG Human Resource Manual

Election Policy: Board

Election Policy: SAC

Election Procedure: Board

Election Procedure: SAC

Version	Date	Approved by	Approval signature	Next review date
Final May 2015	10 May 2015	Chairman of the Board Mr Peter T Kempen		With Constitution amendments

Important Note

ALLG reserves the right to not investigate a complaint that is abusive or offensive. To ensure your Application for Review results in a fair and speedy resolution, you are asked to show a genuine willingness to resolve your complaint by dealing with ALLG in a reasonable and co-operative manner.

You will be notified in writing of the decision of the Board Chair.

Most Applications for Review are finalised within 14 days, although some may take longer, particularly where further information is required.

As part of the ALLG complaint handling procedure, you may be asked to submit personal information about your complaint. This information may be required to enable assessment and investigation and to enable ALLG to make a decision. Supply of this information by you is voluntary. However, failure to provide the information in whole or part, may mean that ALLG is unable to thoroughly assess your application.