BY-LAWS

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Table of Contents

1 Definitions ..................................................................................................................................... 4

2 Membership .................................................................................................................................. 5
  2.1 Fees .................................................................................................................................. 5
    2.1.1 Late Fees and Cancellation ...................................................................................... 5
  2.2 Membership Responsibilities ........................................................................................... 5

3 Application and Acceptance Procedures ...................................................................................... 5
  3.1 AHTA Accredited Hand Therapist (AHT) .......................................................................... 5
    3.1.1 Eligibility (AHT) ......................................................................................................... 6
    3.1.2 Application Procedure (AHT) ................................................................................... 7
    3.1.3 Continuing Membership Obligations (AHT Reaccreditation) .................................. 7
  3.2 Honorary or Life Member ................................................................................................ 8
    3.2.1 Eligibility (Honorary or Life Member) ...................................................................... 8
    3.2.2 Nomination & Approval (Honorary or Life Member) .............................................. 8
  3.3 Associate .......................................................................................................................... 8
    3.3.1 Eligibility (Associate) ................................................................................................ 8
    3.3.2 Application Procedure (Associate) ........................................................................... 8
  3.4 Affiliate ............................................................................................................................. 9
    3.4.1 Eligibility (Affiliate) ................................................................................................... 9
    3.4.2 Application Procedure (Affiliate) ............................................................................. 9
  3.5 Newsletter Subscriber ..................................................................................................... 9

4 Termination & Downgrading of Membership .............................................................................. 9

5 Reinstatement Procedure ............................................................................................................. 9

6 Use of AHTA Logo & Member Credentials .................................................................................. 10

7 Organisational Structure ............................................................................................................. 10
  7.1 Management Committee .............................................................................................. 10
    7.1.1 Composition (Management Committee) ............................................................... 10
    7.1.2 Duties and Obligations of the Management Committee .............................................. 11
    7.1.3 Induction (Management Committee) .................................................................... 12
    7.1.4 Handover Procedure (Management Committee) .................................................. 12
    7.1.5 Remuneration (Management Committee) ............................................................ 12
  7.2 Committees and Subcommittees .................................................................................. 13
    7.2.1 AHTA Credentialing Council ................................................................................... 13
    7.2.2 Governance Committee ......................................................................................... 13
    7.2.3 Advocacy Committee ............................................................................................. 13
7.2.4 Research and Scholarships Committee .............................................................. 13
7.2.5 Conference Committee .................................................................................. 14
7.2.6 Communications Subcommittee ..................................................................... 14
7.2.7 Education Subcommittee ............................................................................... 14
7.2.8 Marketing Subcommittee ............................................................................... 14
7.2.9 States & Territories Affairs Subcommittee ..................................................... 14
7.2.10 Other Committees ....................................................................................... 14

7.3 Employees & Contractors ................................................................................ 14
7.3.1 Employees .................................................................................................... 14
7.3.2 Contractors .................................................................................................. 15
7.3.3 Induction (Employees & Contractors) ............................................................ 15
7.3.4 Handover Procedure (Employees and Contractors) ....................................... 15
7.3.5 Lines of Reporting (Employees and Contractors) .......................................... 15

7.4 Volunteers .......................................................................................................... 16
7.4.1 Induction (Volunteers) .................................................................................. 16
7.4.2 Handover Procedure (Volunteers) ................................................................ 16
7.4.3 Lines of Reporting (Volunteers) .................................................................... 16

7.5 Duties and Obligations of all Workers .............................................................. 16

8 Annual General Meetings .................................................................................... 17
8.1 Proceedings of Annual General Meetings ......................................................... 17

9 National Conference ........................................................................................... 18
9.1 Awards to be made at National Conference .................................................... 18
9.1.1 The Jill Chapman Award .............................................................................. 18
9.1.2 The Australian Hand Surgery Society Award .............................................. 18
9.1.3 The Leanne Breen Memorial Award ............................................................. 18
9.1.4 AHTA Founders Lecture Award ................................................................. 18
9.1.5 The Amy Geach Hand Therapy Innovation Award ..................................... 19

10 Appendix ........................................................................................................... 20
1 Definitions

1. **AHTA**: The Australian Hand Therapy Association Inc. – referred to in these rules as “the Association”.
2. **AHT**: Accredited Hand Therapist
3. **AHSS**: Australian Hand Surgery Society
4. **IFSHT**: International Federation of Societies for Hand Therapy
5. **Hand Therapy**: The art and science of rehabilitation of the upper extremity. Hand Therapy has developed from the professions of physiotherapy and occupational therapy and requires comprehensive knowledge of the upper extremity and special skills in assessment and treatment. The aim of Hand Therapy is to prevent dysfunction, restore function, or reverse the advancement of pathology in the upper limb.
6. **Hand & upper limb conditions**: Disease, trauma or congenital deformity affecting the upper extremity, including biomechanical dysfunction secondary to a central nervous system disorder.
7. **Continuing membership obligations**: Those obligations as set from time to time by the management committee, with which AHT’s must comply in order to maintain Membership of the Association.
8. **AGM**: Annual general meeting.
9. **Management Committee**: The committee elected at an AGM to conduct the affairs of the Association for a term of two years.
10. **Member**: Members of the AHTA can be defined as either AHTA Accredited Hand Therapists or Associate members of the AHTA, Affiliate members of the AHTA, and Newsletter subscribers. In this document all groups will be referred to as ‘Members’ when discussing the entire membership of the Association.
11. **Honoured member**: An honour conferred upon a member by the management committee, being either Honorary membership or Life membership.
12. **Associate**: A Physiotherapist or Occupational therapist with an interest in Hand Therapy but who is not eligible for, or chooses not to apply for, AHT status.
13. **Affiliate**: A person, corporation or other entity, not eligible for AHT or Associate status of the Association, but with an interest in Hand Therapy, for whatever reason.
14. **Division**: An Australian State or combination of States or State and Territory
15. **Divisional Coordinator**: An AHT or Associate responsible for coordinating member activities within a division. The divisional coordinator reports to the management committee via the divisional representative.
16. **Divisional Representative**: A member or members appointed to represent the division in which he or she resides.
17. **Practitioner**: A Registered Physiotherapist or Occupational Therapist.
2 Membership

2.1 Fees
The Management Committee shall determine membership fees at levels necessary to fund the activities of the Association each year. The due date for membership renewal will be the 12 month anniversary from the date of their membership acceptance.

Members will be offered a bi-annual payment option.

Annual membership fee amounts are outlined in the “Membership Fee Schedule” to be updated annually.

2.1.1 Late Fees and Cancellation
A late fee of 20% of the annual or bi-annual membership fee will apply to membership fees that are not paid within 30 days of the due date. Members will receive one reminder notice and be invoiced with the 20% late fee.

If a member is non-financial for 2 months their membership will be cancelled, and they will be notified in writing that their name will be removed from all AHTA databases, mailings and promotional materials.

A non-financial member, who has had their membership cancelled, may re-apply and are required to meet the obligations for a new membership as specified in these By Laws.

2.2 Membership Responsibilities
All classes of membership:

a) have an obligation to be financial (excluding honorary & life members)
b) must comply with all policies and procedures as outlined by the Management Committee
c) Must remain respectful and professional in all dealings with staff, management committee, contractors, volunteers, members and any other person or entity they come into contact with through their dealings for or with the AHTA. See Code of Conduct (Appendix 2)
d) All members are required to notify the office regarding any change in contact details

3 Application and Acceptance Procedures
Application forms, Information for Applicants and Professional Development Guidelines shall be available from the AHTA office and on the AHTA website. These documents may be revised, as and when necessary and without prior notice.

Applicants for any class of membership shall comply with all guidelines and where required, submit the appropriate forms together with the non-refundable application fee to the AHTA office.

3.1 AHTA Accredited Hand Therapist (AHT)
Must be a clinician or educator and may be a Life Member.
3.1.1 Eligibility (AHT)

3.1.1.1 Clinician
A Clinician applying for AHT status shall be a qualified Occupational Therapist or Physiotherapist, have national registration and:

1. Have a minimum of three years equivalent full-time experience post-graduation as an Occupational Therapist or Physiotherapist
2. Be a current Associate of the AHTA
3. Have a minimum 3600 hours’ clinical hand therapy experience within the maximum time frame of the last five years
4. Have engaged in a range of learning activities as per the AHT guidelines within the maximum time frame of the last five years.
5. Submit evidence of completion of the learning activities as per the guidelines to the Credentialing Council
6. Have taken part in a 12-month mentorship program as per the guidelines.
7. Have been approved for the title of AHTA Accredited Hand Therapist by the Credentialing Council of the AHTA.
8. Paid the application fee at the commencement of the mentorship period.
9. Be considered for special circumstances
10. Maternity leave: Allowance for clinical hours with an extension of up to 1 year per child with written proof of leave may be granted on request.

3.1.1.2 Educator
An Educator applying for AHT status shall be a qualified Occupational Therapist or Physiotherapist with current national registration and have:

1. An appointment to the teaching staff of an Occupational Therapy or Physiotherapy school at an Australian university.
2. Shown evidence that the primary focus (50%) of his/her educational practice is related (teaching, research or clinical practice) to the management of upper extremity conditions.
3. Shown evidence of equal contributing authorship of a publication in a peer-reviewed journal in the past 2 years, directly related to the management of upper extremity conditions.
5. Paid the application fee at the commencement of the assessment period.
3.1.1.3 Life Member of the AHTA
A life member of the AHTA can apply for AHT status providing they are a qualified Occupational Therapist or Physiotherapist, have national registration and meet the requirements as either a clinician or educator as outlined in sections 3.1.1.1 and 3.1.1.2

3.1.2 Application Procedure (AHT)
1. The Applicant is responsible for ensuring that all requirements for application for AHT status have been met as per the guidelines.
2. The AHTA office shall receive all applications, ensure that all requirements for application have been met and provide to the Credentialing Council for consideration.
3. The Credentialing Council will notify the applicant of the outcome of their application before this title is conferred.
4. The Credentialing Officer will inform the Management Committee of all new AHTs at the next Management Committee meeting.
5. Following approval, new AHTs shall be welcomed to the AHTA in writing, with a certificate of membership as an AHTA Accredited Hand Therapist and reminded of their rights and obligations.
6. The Credentialing Officer will publish all new AHTA Accredited Hand Therapists names in the AHTA newsletter.
7. Applicants who have not been approved as an Accredited Hand Therapist have the right to appeal to the Credentialing Council as per the Own Rules.

3.1.3 Continuing Membership Obligations (AHT Reaccreditation)
- AHTA Accredited Hand Therapists are required to comply with the continuing membership obligations within five years from the commencement of their obligation period - Refer to Reaccreditation Guidelines for Accredited Hand Therapists. Failure to comply will result in the removal of the AHT credential. Associate or life membership status will then apply.
- The obligation period for new AHTs shall commence upon approval of their AHT application. AHTs shall submit their Online Continuing Professional Development (CPD) log 4 months prior to the end of their 5 year obligation period for reaccreditation. Refer to the guidelines for using online CPD Tracker available on the AHTA website.
- Any AHT who fails to submit a (CPD) log and supporting documents by the due date shall be notified in writing.
- Any requests for extensions or exceptional circumstances must be received, in writing, by the Credentialing Council three months prior to their anniversary date for reaccreditation.
- Requests to waive CPD Log submission for an Accredited Hand Therapist for 12 months in exceptional circumstances can be granted at the Credentialing Officer’s discretion.
- Verification of compliance with continuing membership obligations shall occur each year, by audit. The Credentialing Officer shall select, at random, 5% of the AHTs whose
obligation period is nearing its end and request they provide, within 30 days, documentary evidence of their claimed activities.

3.2 Honorary or Life Member
Honorary or life membership is an honour bestowed by the Association.

3.2.1 Eligibility (Honorary or Life Member)
Honorary membership may be granted to a person, nominated by an AHT of the Association, who is of acknowledged eminence in some activity related to hand therapy or who, by reason of position, eminence or experience, has rendered outstanding service in promoting the growth and development of the association, but is no longer an active member of the Association, or is not eligible for AHT or Associate membership of the association.

Life membership may be granted to an AHT of the Association in recognition of outstanding achievement in some activity relating to hand therapy, or outstanding service to the Association by way of bearing office, promoting the objects of the Association and making a significant contribution to its growth and development.

3.2.2 Nomination & Approval (Honorary or Life Member)
Nominations for Honorary and Life membership shall be:
1. Proposed and seconded by AHTs of the AHTA
2. Accompanied by a citation in support of the nomination
3. Submitted to the Management Committee
4. Voted on by the Management Committee
5. Announced at the next Annual General Meeting of the Association, where the citation shall be read with a certificate and award presented, by the President of the Association, to the person being honoured.

3.3 Associate

3.3.1 Eligibility (Associate)
An applicant for Associate status shall be a qualified Occupational Therapist or Physiotherapist and have national registration.

Occupational Therapists and Physiotherapists who are members of hand therapy associations in all countries which are IFSHT members, can apply for the AHT credential as per the guidelines.

3.3.2 Application Procedure (Associate)
1. The AHTA office shall receive all applications and ensure that all requirements for application have been met.
2. The Membership Secretary will notify the AHTA office of the outcome of the application
3. The Membership Secretary will inform the Management Committee of all new Associates at the next Management Committee meeting
4. Following approval, new Associates shall be welcomed to the AHTA in writing, reminded of their rights and obligations and invoiced for annual membership fees.

5. The Membership Secretary will publish all new Associates names in the AHTA newsletter

3.4 Affiliate

3.4.1 Eligibility (Affiliate)
This class of membership is open to individuals, corporations and businesses with an interest in hand therapy, but who are not eligible for AHT or Associate status. The Management Committee shall negotiate fees, privileges and obligations individually.

3.4.2 Application Procedure (Affiliate)
1. The AHTA office shall receive all applications and ensure that all requirements for application have been met.
2. The Membership Secretary will notify the AHTA office of the outcome of the application
3. Students may apply to join AHTA under the Affiliate status and shall also provide proof of their student status
4. Affiliates may not advertise or represent themselves as members of the AHTA

3.5 Newsletter Subscriber
AHTA digital newsletters will be forwarded to any person who pays an annual subscription as determined by the Management Committee. A Newsletter Subscriber will neither receive, nor be entitled to receive, any other benefits.

4 Termination & Downgrading of Membership

1. AHT’s may choose to downgrade to Associate status at any time
2. AHT’s who fail to meet the Continuing Membership Obligations (AHT) noted at 3.1.3 will be downgraded to Associate or Life membership status as applicable

All other instances of termination by either the Association or any class of membership are outlined in the AHTA Own Rules.

5 Reinstatement Procedure

1. An AHT who has downgraded to an Associate and is financial, who has previously been an AHT of good standing, is financial and submitted a CPD log prior to downgrading, may be reinstated as an AHT on presentation of 30 hours of CPD in each 12-month period preceding the application to reinstate within 2 years from the date of downgrading.
2. An AHT who downgrades after failing to comply with continuing membership obligations may be reinstated as an AHT on evidence of gaining 30 hours of CPD per year and at least 400 clinical hours per year (as per CPD log requirements and Reaccreditation Guidelines) within a 2-year period, as long as it is within 2 years of the downgrade
3. Any Associate who has previously been an AHT and who wishes to upgrade to AHT member status must fulfil all the requirements for a new AHT application, if more than 2 years have passed since downgrading.

4. An AHT or Associate who has been non-financial for a period of longer than 2 months as per the Own Rules, has been given adequate warning, and exceptional circumstance do not apply, must reapply and meet all the requirements for the category of membership in which they are applying.

6 Use of AHTA Logo & Member Credentials

The AHT Credentials:

a) “AHT (AHTA)”
b) “AHT (as awarded by the Australian Hand Therapy Association)”
c) “Accredited Hand Therapist (as awarded by the AHTA)
d) “Accredited Hand Therapist (as awarded by the Australian Hand Therapy Association)”
e) AHTA Accredited Hand Therapist Logo

Shall be for the exclusive use of current AHT’s to identify their status as an Accredited Hand Therapist of the AHTA and cannot be used by any other class of AHTA membership, the public or stakeholders. Associates may market themselves as an “Associate of the Australian Hand Therapy Association” but shall not use the AHTA logo in any of its forms.

Other Credentials:

f) AHTA Accredited Education logo
g) AHTA Association logo

And any other logo or credential owned by the Association cannot be used without prior express written consent of the AHTA Management Committee

Use of any AHTA owned credentials or logos must be in strict accordance with the AHTA Logo Policy

7 Organisational Structure

For a visual representation of the Association’s Organisational Structure see Appendix 5

7.1 Management Committee

The Management Committee shall consist of AHTs elected to the following positions, with the exception of the Secretary, who must reside in Queensland and may be a non-member appointed by the Management Committee.

7.1.1 Composition (Management Committee)

The Management Committee shall be composed of the following roles: responsibilities, duties and restrictions shall be documented in the Position Descriptions relating to each role as follows:

1. President
2. President Elect  
3. Immediate Past President  
4. Treasurer  
5. Secretary  
6. Membership Secretary / Credentialing Officer  
7. Communications Officer  
8. Education Officer  
9. Marketing Officer  
10. States and Territories Affairs Officer  

Each position holds one vote on the Management Committee. The Management Committee may appoint a deputy or subcommittee to individual portfolios as needed. 

Position Descriptions are developed, administrated and held by the AHTA Governance Committee

7.1.2 Duties and Obligations of the Management Committee  
In addition to those listed at section 7.5 Members of the AHTA Management Committee have the following duties:  

7.1.2.1 Fiduciary Duty  
a) Must act honestly, in good faith, and to the best of their ability in the interests of the Association.  
b) Must not allow conflicting interests or personal advantage to override the interests of the association, see Conflict of Interest Policy (Appendix 3)  
c) The Association must always come first.  

Note: Members have no similar duties – they can act in their own interest, subject to the Objects

7.1.2.2 Statutory duties  
a) To act with reasonable degree of care and diligence s180 (1)  
b) To act in good faith in the best interests of the association and for a proper purpose (s181).  
c) To not improperly use the position or information obtained in the position (s182, s183) to:  
d) Gain advantage for themselves or someone else or  
e) Cause detriment to the association  

To prevent insolvent trading, the Management Committee requires good, accurate and clear financial information regularly.
Criminal Offences fall into:
a) Reckless or intentional dishonesty and
b) Failure to exercise powers and discharge duties (s184). That is, not acting in good faith in the best interests of the association or for a proper purpose.

Ref. Corporations Act 2001, Section 180

7.1.3 Induction (Management Committee)
New Management Committee members must undertake the AHTA induction process and complete the following:

1. Read the Management Committee Handbook
2. Read and sign all policies and complete all requirements as outlined on the MC handover checklist including the Management Committee charter, code of conduct and conflict of interest and work health & safety policies,
3. Signed induction documents and policies shall be kept on electronic record at the AHTA office.

7.1.4 Handover Procedure (Management Committee)
When a new incumbent, elected at an AGM takes over a current Management Committee role, a handover period of 2 months shall occur from the date of the AGM. The handover timeline shall be:

a) 1 month post AGM – formal handover complete including completion of Management Committee Handover Checklist
b) 1 – 2 months post AGM - shadowing and where possible, dual attendance at the first meeting of the new committee

The new incumbent should have reasonable access to the ex-Management Committee member for guidance and assistance within the 2 months immediately following the AGM and where possible thereafter.

The Management Committee handover process shall be carried out as per the Management Committee Handbook.

The current AHTA President shall be responsible for ensuring adherence to and completion of handover procedures with the administrative support of staff.

7.1.5 Remuneration (Management Committee)
7.1.5.1 President
President remuneration package contains the following:

1. Airfare, accommodation and registration costs at the AHTA National Conference
2. Membership fee waived for term in office
3. Full requirement of CPD per year for term in office
4. Registration costs, airfares and accommodation to attend the CEO Symposium with Associations Forum

Additional expenses may be approved by the Management Committee.
7.1.5.2 Other Management Committee (excluding the President)
Other Management Committee members, excluding the President, remuneration package contains the following:

1. Registration fee for AHTA National Conference and membership fee waived for term in office
2. Full requirement of CPD per year for term in office

Additional expenses may be approved by the Management Committee.

7.2 Committees and Subcommittees
The following committees are directly accountable to the Management Committee

7.2.1 AHTA Credentialing Council
Chaired by an elected member of the Council. Accountable to the AHTA Management Committee for operation and budgetary items and represented by the Credentialing Officer/Membership Secretary to the Management Committee. Independent of the Management Committee only for the purpose of awarding the AHT credential.

Responsibilities, duties, restrictions and composition shall be documented in the Credentialing Council Terms of Reference (appendix 7)

7.2.2 Governance Committee
Chaired by the Secretary and accountable to the Management Committee, with a primary function to assist the Management Committee in fulfilling its governance and accountability responsibilities.

Responsibilities, duties, restrictions and composition shall be documented in the Governance Committee Terms of Reference (appendix 8)

7.2.3 Advocacy Committee
Chaired by a skilled and suitably qualified person selected at the discretion of the Management Committee for a minimum 2 year term and accountable to the Management Committee with a view to advocating for the field of hand therapy on behalf of the Management Committee.

Responsibilities, duties, restrictions and composition shall be documented in the Advocacy Committee Terms of Reference (appendix 9)

7.2.4 Research and Scholarships Committee
Chaired by the President Elect and accountable to the Management Committee. The Research and Scholarships Committee have been granted powers, to apply funding, within budgetary restrictions, to research and philanthropic activities.

Responsibilities, duties, restrictions and composition shall be documented in the Research and Scholarships Committee Terms of Reference (appendix 10)
7.2.5 Conference Committee
Chaired by the Conference Convenor, the AHTA Treasurer shall be responsible for the budget with Management Committee approval. The committee has been granted decision making powers within budgetary restrictions to undertake the planning of the National Conference.
Responsibilities, duties, restrictions and composition shall be documented in the Conference Manual (appendix 11).

7.2.6 Communications Subcommittee
Chaired by the Communications Officer and accountable to the Management Committee
Responsibilities, duties, restrictions and composition shall be documented in the Communications Subcommittee Terms of Reference (appendix 12).

7.2.7 Education Subcommittee
Chaired by the Education Officer and accountable to the Management Committee
Responsibilities, duties, restrictions and composition shall be documented in the Education Subcommittee Terms of Reference (appendix 13).

7.2.8 Marketing Subcommittee
Chaired by the Marketing Officer and accountable to the Management Committee
Responsibilities, duties, restrictions and composition shall be documented in the Marketing Subcommittee Terms of Reference (appendix 14).

7.2.9 States & Territories Affairs Subcommittee
Chaired by the States & Territories Affairs Officer and accountable to the Management Committee
Responsibilities, duties, restrictions and composition shall be documented in the States & Territories Affairs Subcommittee Terms of Reference (appendix 15).

7.2.10 Other Committees
Any other committee may be convened by the Management Committee from time to time to fulfil a particular function.

7.3 Employees & Contractors
The Management Committee shall appoint or delegate powers to appoint Employees and Contractors as required to fulfill the requirements of the Association.

7.3.1 Employees
Responsibilities, duties, remuneration, reporting structure and restrictions shall be documented in the Position Description relating to each role as follows:

1. Executive Support Manager Operations
Employee Position Descriptions are developed, maintained and held by the Governance Committee

7.3.2 Contractors
Responsibilities, duties, remuneration, reporting structure and restrictions shall be documented in the Position Description relating to each role and appendix as follows:

1. Course Developers
2. Course Presenters
3. Trainees
4. Auditors
5. Assistants

7.3.3 Induction (Employees & Contractors)
New Employees and Contractors must undertake the AHTA induction process where applicable and complete the following:

1. Read and sign all policies/contracts where applicable
2. Signed induction documents, policies and contracts shall be kept on electronic record at the AHTA office.

7.3.4 Handover Procedure (Employees and Contractors)
Where possible employees and contractors must attempt to hand over any ongoing projects or tasks to the new incumbent into the role. Where there is no new incumbent or that person is not available to accept handover. Handover should be completed with an appropriate staff or management committee member.

7.3.5 Lines of Reporting (Employees and Contractors)
Reporting structures are outlined in the employee’s or contractor’s position description where no direct manager is listed on an employee or contractor position description the President shall act as Manager

The President shall ultimately oversee all staff and contractors by either direct or indirect means. In the event an employee’s or contractor’s needs are not adequately met by the President, employees and contractors shall approach an alternative Management Committee member, ideally the Secretary, who will assist to bring the complaint to the attention of the Governance Committee.

The Governance Committee shall excuse the President from discussions relating to employee or contractor complaints where their needs were not first met by the President.
All employee or contractor complaints shall remain confidential and be dealt with in a timely manner.

7.4 Volunteers
The Management Committee shall appoint or delegate powers to appoint Volunteers as required to fulfill the requirements of the Association.

Volunteers may be subject to a position description, where required the Volunteer shall receive a position description upon commencement of the role.

Volunteers may also be appointed to assist in various areas without the need for a position description.

All Volunteers may be engaged either in an ongoing capacity or on an as needs basis, this is to be negotiated directly with their reporting officer.

7.4.1 Induction (Volunteers)
New Volunteers must undertake the AHTA induction process where applicable and complete the following:

1. Read and sign all policies/contracts where applicable
2. Signed induction documents, policies and contracts shall be kept on electronic record at the AHTA office.

7.4.2 Handover Procedure (Volunteers)
Where possible Volunteers must attempt to hand over any ongoing projects or tasks to the new incumbent into the role in conjunction with their manager. Where there is no new incumbent or that person is not available to accept handover. Handover should be completed with an appropriate staff or management committee member in conjunction with their manager.

7.4.3 Lines of Reporting (Volunteers)
Reporting structures are outlined in volunteer’s position descriptions or in the absence of a position description, by either verbal or written agreement with a Management Committee member or employee of the Association.

In the absence of a position description or where no direct manager is listed on a volunteer position description or where no other arrangements, either written or verbal have been made for the management of that volunteer the President shall act as manager.

The President shall ultimately oversee all volunteers by either direct or indirect means.

7.5 Duties and Obligations of all Workers
The following relates to all Management Committee members, Employees, Contractors and Volunteers:

a) Must comply with all policies and procedures of the Association including, but not limited to the AHTA Code of Conduct, Conflict of Interest and Work Health & Safety Policy.
b) Must carry out their role as agreed, or as per their position description and/or contract (where applicable) with the best intention and to the best of their ability and with the interests of the Association in mind.

c) May from time to time be reasonably required to perform duties outside of their agreed role, position description and or contract (where applicable) and must ensure that these duties are carried out with the best intention and to the best of their ability with the interests of the Association in mind.

d) Must execute their role with professionalism, respect and courtesy.

e) Must respect the Association’s missions and pillars and at all times work towards achieving them.

All workers of the Association are also required by law to ensure they meet the following:

f) Have a responsibility to take reasonable care of their own health and safety, and that of others.

g) The duty to act in good faith and for a proper purpose.

h) The duty to act with reasonable care, skill and diligence.

i) The duty to not misuse information or position.

j) The duty to disclose and manage conflicts of interest.

A breach of any of the duties above may have legal consequences for both individuals and the Association. Further information is available in the Incorporated Associations Act 1981 (QLD) or by contacting the Department of Fair Trading (QLD).

8 Annual General Meetings

8.1 Proceedings of Annual General Meetings

In addition to the business stipulated in the rules, the following shall be included in the agenda of an AHTA Annual General Meeting:

1. Executive Reports – to be presented in full to the meeting:
   1. President
   2. Treasurer

Operational Reports - to be previously circulated to members and tabled:

4. Executive Support Manager (Operations/Strategy)
5. President Elect/Research & Scholarship
6. Secretary
7. Membership
8. Communications
9. Education
10. Marketing & Promotions
11. Advocacy
12. Governance
13. States and Territories Affairs

1) Appointment of:
   a) Subcommittee members
   b) Conference Convener for following year

2) Inform all members at each Annual General Meeting of the amount of public liability insurance, and provide a copy in the Annual Report

3) Other business as notified

4) Awards (as applicable)
   a) Such presentation shall be made at the conclusion of the Annual General Meeting or at some other appropriate time.

9 National Conference

9.1 Awards to be made at National Conference
The conference committee shall select a judging panel to award the following three prizes at the Annual Conference:

9.1.1 The Jill Chapman Award
First presented in 1988 to honour the first President of the AHTA. This award is awarded to the author(s) of the best clinical free paper at the AHTA Annual Conference. The value of the award is to be determined by the AHTA (currently $300.)

9.1.2 The Australian Hand Surgery Society Award
First presented in 1998. The AHSS Award is awarded to the author/s of the best research free paper presented at the AHTA Annual Conference. The value of this award is to be determined by the AHSS (Currently $300).

9.1.3 The Leanne Breen Memorial Award
First awarded in 2010 in recognition of the value and importance of poster presentations to the scientific program of an AHTA conference, in formal recognition of the efforts of poster presenters. The value of the award is to be determined by the AHTA (currently $300). Mrs June Retallick (Leanne’s mother) donates $100 each year towards this award.

9.1.4 AHTA Founders Lecture Award
Nominations for the AHTA Founders Lecture shall be in recognition of an outstanding contribution to the association, or to the practice of hand therapy through office bearing, clinical excellence, research and publication, or education in hand therapy.

The nominee shall have been an AHTA member for a minimum of 5 years and shall be proposed and seconded by AHTA members. The nomination shall include documentation of the nominee’s contribution to the AHTA or hand therapy and an indication of the scope of the proposed AHTA Founders Lecture.

The Management Committee shall consider nominations and, if approved, inform the conference committee. The awardee would be expected to present a 50-minute address on
issues of experience, research or philosophy, to an annual conference. Value to include conference registration, economy airfares to the conference venue, and a memento of the award to the value of $200. The AHTA shall fund the annual Founders Lecture Award.

9.1.5 The Amy Geach Hand Therapy Innovation Award
The AHTA sponsors this award and a member of the Management Committee is to sit on the judging panel.

First awarded in 2014 and developed to recognise, showcase and share successful innovation in hand therapy that improves products and/or services. The value of the award is determined by Amy Geach, AHTA sponsorship is in line with annual AHTA awards (currently $300).
10 Appendix

1. Code of Conduct
2. Conflict of Interest Policy
3. Work Health and Safety Policy
4. Organisational Structure
5. Management Committee Charter
6. Credentialing Council Terms of Reference
7. Governance Committee Terms of Reference
8. Advocacy Committee Terms of Reference
9. Research and Scholarships Terms of Reference
11. Communications Subcommittee Committee Terms of Reference
12. Education Subcommittee Terms of Reference
13. Marketing Subcommittee Terms of Reference
14. States and Territories Affairs Subcommittee Terms of Reference
Code of Conduct

Why do we have this policy?

The AHTA has a responsibility to direct the behaviour of its members and representatives in relation to standards of conduct. These rules and standards, at times, may be higher than those established by general law. This policy is not exhaustive but is intended to offer a thorough explanation of the ethical principles that underpin the Association’s values and standards for conduct.

The AHTA reserves the right to:

- refer to this policy throughout the acceptance, rejection and cancellation of memberships or contracts
- reject, place on hold or remove a member or representative who is in breach of this policy, or on the basis of a notification or findings of a relevant regulatory authority including authorities that uphold common law.

It should be noted that parts of this Code of Conduct may not be relevant in some situations and that the code governs the conduct of the individual, not the nature of the business or ethics of any client or employer.

Who does this policy apply to?

- All classes of membership
- Representatives of the AHTA including Management Committee and other Volunteers
- Staff & Contractors

This policy is designed as a guide for members and representatives when conducting themselves on any business that is directly or indirectly related to the AHTA. We encourage individuals to exercise reasonable judgement in relation to this policy, however, if at any time you are in doubt about this policy please seek advice from the Association.

Principles and Values

That AHTA has a set of 7 core principles and values that underpin expectations of conduct when representing, or affiliating oneself with, the Association, it’s members and representatives. These principles and values guide us towards achieving our mission and pillars, they are:

1. **Respect**
   Members and representatives of the AHTA shall:
   - Exercise respect for the interests of the AHTA, its members, representatives and stakeholders
   - Conduct themselves in a way that demonstrates this respect through professional and ethical communications that do not belittle, harm or intimidate others.
   - Safeguard the right to opinion of themselves and others

2. **Honesty**
   Members and representatives of the AHTA shall not deliberately mislead or deceive others through:
   - Making or knowingly allowing misrepresentations or overstatements about themselves, another individual or an organisation
   - Disclose disproven information or partial truths that could mislead or cause harm to another individual or organisation
• Make selective omissions that could mislead or cause harm to another individual or organisation or;
• any other means that could mislead or cause harm to another individual or organisation

3. Integrity & Professionalism
Members and representatives of the AHTA shall demonstrate personal and professional integrity by:
• Maintaining high standards of personal and professional conduct that meets societal standards, reflects favourably upon the Hand Therapy profession and serves as an example to others.
• In all interactions, act with respect towards individuals and organisations and conduct yourself in a way that enhances the integrity, culture and good standing of the AHTA and the Hand Therapy profession
• Championing ethical and principled decision making irrespective of its detriment to expediency or productivity
• Protect the confidentiality and integrity of all organisational and personal information relating to members and stakeholders
• Working only within the scope of practice that is relevant to their professional registration, education, knowledge, skills and experience inherent to OT/PT codes

4. Accountability & Transparency
Members and representatives of the AHTA shall:
• accept and acknowledge accountability for the ethical quality of their decisions and omissions to themselves and others
• Exercise proper diligence
• Manage information as openly as practicable within legal and governance frameworks
• Value and seek to achieve high standards of service and responsibility within the obligatory framework
• Ensure that actions and behaviour are scrupulous enough to bear public scrutiny

5. Advancement & Excellence
Members and representatives of the AHTA shall:
• Preserve the standards and expectations for the AHTA and the Hand Therapy profession
• Be committed to continuous development in an effort to advance the AHTA and the Hand Therapy profession
• Maintain excellence of service and practice

6. Fairness
Members and representatives of the AHTA shall manifest a commitment to justice and the equal treatment of all individuals by:
• Remaining tolerant and accepting of diversity
• Not attempting to exercise power arbitrarily or through the use of overreaching or indecent means
• Not attempting to gain or maintain any undue advantage of another individuals mistakes or difficulties or to the disadvantage of the AHTA

7. Care
Members and representatives of the AHTA shall:
• Be genuinely interested and committed to the AHTA, its mission and pillars and the Hand Therapy profession
• Exercise conduct to affect a positive future for the AHTA and the Hand Therapy profession
• Be committed to the causes that the AHTA and the Hand Therapy profession aim to support
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Policy on Managing Conflicts of Interest

Note: In this policy, the term ‘worker’ refers to Staff, Contractors, Management Committee and other committee and subcommittee members and any other volunteers who provide services to, are privy to or have access to information or resources belonging to or about, the Association that exceeds information available to the general membership.

1. Policy Objectives

1.1. The overarching objectives of this Policy are to encourage and maintain:

a) a high level of functionality within the AHTA; and

b) the confidence of the members (and other stakeholders) in the AHTA’s work.

1.2. Specifically, this Policy aims to achieve a balance between:

a) workers being encouraged to bring to discussions the benefit of their individual backgrounds (in terms of their professional involvements, skills, experience and interests); and

b) the careful, consistent and transparent management of the potential for the individual backgrounds of workers to lead to damaging conflicts of interest, whether actual or perceived.

1.3. Therefore, this Policy aims to provide workers with a clear understanding of the principles to apply and the procedures to follow in relation to the management of conflicts of interest.

2. Conflicts of Interest Policy and Principles

Policy Statement

2.1. All workers are expected to:

2.1.1. Contribute fully and frankly to the discussions and work of the MC, drawing on their individual backgrounds, including their professional involvements, skills, experience and interests; and

2.1.2. strive to avoid actual conflicts of interest and the perception, whether founded or not, of conflicts of interest which may arise as a result of some aspect of their individual background conflicting or being perceived to conflict with their work for or within the MC.

2.2. Workers Duties:

2.2.1. The Australian Hand Therapy Association (AHTA) is an Incorporated Association under the Corporations Act 2001(Act).

2.2.2. MC Members are subject to the ‘Directors’ duties’ set out in the Corporations Act, including:
• to exercise due care and diligence;
• to act in good faith in the best interests of the Australian Hand Therapy Association and for a proper purpose;
• not to use improperly their position or information obtained in their position; and
• to disclose all material personal interests in matters that relate to the affairs of the Australian Hand Therapy Association.

1.1.2. All workers are subject to relevant state and federal laws, AHTA own rules and by-laws and all other policies administered by the AHTA

2.3. Conflict of Interest

A conflict of interest should be considered to exist in circumstances where a competing personal, business or other interest or other duty of an Individual must be managed in such a way that maintains the paramount responsibility of that individual to the Company (in this case the Australian Hand Therapy Association). Where a worker is in doubt as to whether a conflict exists, they should treat the matter as a potential or perceived conflict and raise the issue with their manager or the President in accordance with this Policy;

2.3.1. Transparency – Confidence in the AHTA’s work is greatly enhanced by ensuring that there is transparency and proactive communication about the relevant individual backgrounds of those involved in the AHTA’s discussions and deliberations;

2.3.2. Consistency – The confidence of the AHTA’s stakeholders is greatly enhanced by ensuring a consistent approach to the way actual, potential and perceived conflicts of interest are handled

2.3.3. Fairness – The confidence of those involved in the work of the AHTA is greatly enhanced by giving individuals the opportunity to consider carefully the extent and context of any particular conflict of interest (actual or perceived) affecting them in order to handle it in a fair and appropriate way in the circumstances;

2.3.4. Individual responsibility – Each worker is responsible for protecting both internal and public confidence in the AHTA and thus ensuring that they are aware of, and adhere to, the requirements of this Policy; and

2.3.5. Shared responsibility – Adherence to this Policy is also the collective responsibility of the Management Committee and so ought to be a matter for open discussion within the Management Committee when there is any question as to the application of this Policy to any particular situation.


3.1. Copy of Policy

3.1.1. Each worker must, promptly after being appointed, be provided with a copy of this Policy.

3.1.2. Each worker must, promptly after being appointed, sign a confirmation of their commitment to adhere to the spirit as well as the letter of this Policy, in the form attached to this Policy.

3.2. Interests Register

The AHTA Manager must maintain an Interests Register, to record all declared interests of MC Members.
3.3.1 Each worker must, promptly after being appointed; at least annually thereafter; and at any time during their term of office that a new relevant material interest or relationship arises, complete and provide to the AHTA an Interests Declaration, in the form attached to this Policy, notifying all relevant material interests and relationships which give rise to an actual conflict of interest or which might reasonably be expected to give rise to a conflict of interest (see section 2.3 above for guidance as to when a conflict of interest is considered to exist).

3.3.2 Each worker has an ongoing obligation during their term of office to notify the AHTA of relevant material interests or relationships as they arise, where the worker considers that they may reasonably be expected to result in a conflict of interest. The worker may do this providing an Interests Declaration to their manager or the President or by tabling at the next Management Committee meeting.

3.3.3 The AHTA Manager or President must inform the Management Committee of the Interest Declarations made by all current workers as soon as practicable after their appointment.

3.3. At meetings

3.3.1. There must be a standing item on the agenda at each MC meeting, prompting MC Members to consider and declare conflicts of interest (including potential or perceived conflicts of interest) as they arise.

3.3.2. All workers must, having regard to the policy and principles set out in Section 2, promptly declare all relevant interests at all meetings at which any matter to which the relevant interest relates is to be discussed.

3.3.3. At a meeting at which a worker declares, or is identified by the meeting as having, a conflict of interest, the worker who declared, or is identified by the meeting as having, a conflict of interest in relation to a matter must not:
   - be present whilst the matter is being considered at the meeting; or
   - vote on the matter, unless the meeting determines otherwise under paragraph 3.3.5.

3.3.4. in the case of a teleconference, the worker should exit the teleconference, and will be excluded from the webinar until it is deemed that they return to the meeting. The chair will notify them to redial into the meeting

3.3.5. The Management Committee may, having regard to the policy and principles set out in Section 2, determine how best to manage a declared conflict of interest (including a potential conflict of interest), depending on its nature and extent. This may include deciding (in the absence of the conflicted worker) that the conflicted worker may do any or all of the following:
   - be present whilst the matter is being considered at the meeting;
   - take part in discussion of the matter at the meeting; and
   - vote on the matter.

1.1.2. A worker who declares or is identified by the Management Committee as having a conflict of interest must abide by the will of the Management Committee expressed, if necessary, by way of an ordinary resolution of the Management Committee meeting (excluding the vote of the conflicted MC Member where applicable) but may take their own independent advice in respect of the decision of the meeting.

1.1.3. The minutes of any MC meeting at which a worker declares, or is identified by the meeting as having, a conflict of interest must record the declaration and the manner in which the conflict was managed.
3.4. Between meetings

If a worker is concerned about the existence, or potential existence, of a conflict of interest in relation to another worker which has not been declared, the concerned worker should discuss the matter in confidence with their Manager or the President (or the President Elect where it involves the President). The President (or the President Elect as the case may be), should then discuss the matter with the relevant conflicted (or potentially conflicted) worker to determine how the matter should best be handled.

4. Policy Review

This Policy will be reviewed and, if appropriate, updated every year.
Tuesday, 9 April 19

**Interests Declaration**

I, ............................................................................. [full name], understand that the purpose of the Australian Hand Therapy Association Management Committee Conflict of Interest Policy is to:

- protect the integrity of the MC in its governance role;
- enable the other MC Members, management and others affected by my decisions to have confidence in the integrity of those decisions; and
- protect the reputations of all MC Members in carrying out their collective responsibilities to Australian Hand Therapy Association and its stakeholders.

I will respect its spirit as well as its wording.

Described below are all material business, financial and other relationships, positions or circumstances in which I am currently involved and believe do or reasonably could be expected to result in a conflict of interest:

Nature of Interest: __________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

______________________________
Date Interest Arose: ______________________________________________________

I certify that the information set out above is true and complete to the best of my knowledge.

Signature ............................................................... Date ...........................
Work Health and Safety Policy

The Australian Hand Therapy Association (AHTA) has a responsibility to protect the health, safety and well-being of all employees, volunteers and contractors.

To achieve the Association’s Strategic Plan and in line with constitutional requirements, the AHTA engages both paid and voluntary staff, all of whom work primarily from their own homes or offices, it is essential that, through cooperative efforts of the Management Committee, staff, contractors and volunteers, the organisation is committed to and proactive towards ensuring the health, safety and well-being of all workers.

1.0 Policy Objectives

This policy has been developed to:

- identify the purpose of this work, health and safety policy
- determine who is affected by this policy
- determine responsibility associated with work health and safety
- act as a guide for determining the safety of environments used in undertaking work for and on behalf of the AHTA
- provide guidelines for managing risk associated with work health and safety
- provide guidelines for handling work health and safety incidents
- act as a guide to assisting injured employees return to work

2.0 Policy Statement

This policy governs all paid and voluntary workers of the AHTA. As a national organisation, the AHTA has varying work health and safety responsibilities applicable to the state or territory in which the work is undertaken. To view relative state legislation please see below:

QLD - [https://www.worksafe.qld.gov.au/](https://www.worksafe.qld.gov.au/)
The relevant state legislation should be referred to in instances where this policy is not overarching or is ambiguous. The AHTA will undertake to update this policy in line with relevant amendments of legislation.

3.0 Policy Guidelines

3.1 Responsibility

The AHTA offers a flexible working environment, as part of this flexible agreement employees, volunteers and contractors of the AHTA, are engaged to work from their own homes or offices. The AHTA recognises the importance of health and safety for all workers and understands WHS as vital to the ongoing sustainability and success of the Association. The AHTA is committed to ensuring:

- safe systems of work
- a safe work environment
- accommodation for workers, if provided, is appropriate
- safe use of plant, structures of substances
- facilities for the welfare of workers are adequate
- notification and recording of workplace incidents
- adequate information, training, instruction and supervision is given
- compliance with the requirements under the work health and safety regulation
- effective systems are in place for monitoring the health of workers and workplace conditions

Workers engaged by the AHTA from their own homes or office have responsibilities under WHS laws across all states of Australia, worker responsibilities include:

- take reasonable care for their own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instruction by the AHTA
- cooperate with any reasonable policies and procedures of the AHTA
- correctly utilising any equipment or resources provided for the purposes of WHS
- ongoing identification and maintenance (where safe to do) of risks

3.2 Consultation

Consultation is a legal requirement and an essential part of managing health and safety risks.

A safe workplace is more easily achieved when everyone involved in the work communicates with each other to identify hazards and risks. The AHTA maintains open lines of communication about WHS concerns and will work together with its workers to find solutions.

The AHTA will:

- actively seek information and views relating to WHS
- maintain open lines of communication
- listen to concerns from all workers
- consider the views and opinions of workers before making decision relating to WHS
- advise workers of the outcomes of consultation

Workers will:
• openly discuss concerns in relation to WHS
• actively participate in consultation with the AHTA where required
• maintain open lines of communication
• participate in the decision making processes relating to WHS

4.0 Risk management

The AHTA is dedicated to safe work practices and takes a preventative approach to WHS, in order to manage risks in AHTA workplaces.

Risk management is the process of identifying what may cause an injury or illness in the workplace and deciding what may happen as a result. Once hazards in the workplace have been identified and assessed, priorities can be set determining what action is to be taken to eliminate or control the hazard.

The AHTA will:

• identify hazards through consultation with workers including the use of WHS workplace assessment form (appendix 1) and ongoing review of incident records
• Provide all workers with a list of contacts (appendix 2) in case of emergency that must be clearly displayed near their workstation or telephone
• assess each hazard in terms of its potential to do harm
• develop and implement control measures to eliminate or reduce the risks
• monitor and review the effectiveness of the control measures. Where necessary the AHTA will implement a safe work procedure to ensure the risk of the hazard causing harm in controlled.

The worker will

• complete the supplied WHS workplace assessment form (appendix 1) to identify hazards in your workplace on an annual basis or upon moving to a new working environment
• Display supplied list of emergency contacts (appendix 2) clearly, near their workstation or telephone
• remain aware on an ongoing basis in identifying hazards that could pose a health and safety risk to you and others
• immediately take reasonable steps to prevent the hazard from causing harm

5.0 Recording and Reporting

Wherever possible, the AHTA aims to prevent any incident or injury from occurring in the workplace.

However, where an incident or injury does occur, it is essential that proper records of these are kept. This ensures that appropriate records are available should the need arise, for example, in support of a worker’s compensation claim. It will also assist the AHTA to identify and address any ongoing health and safety concerns or unsafe work practices.

The AHTA will:
• provide an incident report form (appendix 3) and maintain a register of workplace incidents (appendix 4)
• report any notifiable incidents to the appropriate authorities within the appropriate timeframes

The worker will:
• report any immediate risks of serious injury, illness or death to the AHTA by the fastest means possible.
  NOTE: where necessary, you should always contact emergency services prior to contacting the AHTA
• report all incidents using the provided incident report form (appendix 3) within required timeframes
• complete all forms thoroughly, honestly and accurately and within required timeframes

6.0 Personal Protective Equipment (PPE)

In keeping with our commitment to prevent workplace injury and illness, the AHTA will undertake to provide reasonable personal protective equipment (PPE) to ensure the safety and well-being of its workers

The AHTA will:
• provide a PPE request/maintenance request form (appendix 7) to all workers
• identify reasonable requirements for PPE equipment
• reasonably provide PPE equipment for workers
• maintain or replace PPE equipment provided where necessary and record using Equipment Register (appendix 8)

The worker will:
• Identify reasonable requirements for PPE
• make any reasonable request for PPE or maintenance of PPE using the appropriate form (appendix 4)
• take reasonable care of and ensure ongoing maintenance of PPE
• notify the AHTA of any required maintenance or the need for replacement of PPE within required timeframes

7.0 First aid

In the event of minor injury or illness occurring whilst undertaking duties for the Association, the AHTA aims to ensure that all workers have the appropriate equipment to render minor first aid

The AHTA will:
• provide a small first aid kit for AHTA purposes only
• provide a first aid kit checklist (appendix 6) to ensure the ongoing restocking of first aid supplies
• ensure the return of any AHTA supplied first aid kits at the cessation of the workers role with the AHTA (recording details using appendix 8)

The worker will:

• keep their AHTA first aid kit in a safe and accessible place and use it for AHTA purposes only
• complete the first aid kit checklist as required and notify the AHTA of any items that need to be restocked using (appendix 7)
• return the AHTA first aid kit to the AHTA at the cessation of their duties with the AHTA

8.0 Workers compensation

Please note: this item refers to paid employees only
In the event of injury or illness sustained in the course of duties with the AHTA, and requiring the employee to take time off from their role:

The AHTA will:

• ensure the employee gets appropriate first aid and subsequent appropriate care
• notify AHTA’s insurer within the appropriate reporting timeframe
• provide the worker with the name of the AHTA’s insurer and relevant employer details
• at the request of the employee, provide a workers compensation claim form
• record the injury or illness in the register of workplace incidents (appendix 4)
• stay connected with the worker, their doctor, and the insurer to identify and offer suitable work options to help the worker recover at work

The worker will:

• notify the AHTA as soon as possible and complete the provided incident notification form (appendix 3), time limits apply for workers compensation claims
• if time off work in required, see a doctor and have the doctor complete a WorkCover certificate of capacity
• provide the certificate of capacity (with the workers declaration completed) to the AHTA or the insurer and attach and bills or receipts for treatment
• participate and cooperate with the development and implementation of an injury management plan. The insurer will be in touch to develop this plan in consultation with you
• comply with any requests for information made by the insurer within seven days. Payments may be discontinued if you do not provide this information
• make all reasonable efforts to return to work as soon as possible
• if you cannot do your normal job, speak to the AHTA and your doctor about suitable duties to assist you to return to your work whilst you make a full recovery

9.0 Work related travel

Workers who travel for the purpose of their role with the AHTA must continue to abide by this policy as far as practicably possible
The AHTA will:

- ensure as far as possible that locations employees are required to attend and their means of getting to those locations are safe and healthy
- encourage workers travelling for AHTA purposes to take reasonable rest breaks

The worker will:

- abide by the AHTA WHS policy as far as reasonably possible
- report unsafe locations to the AHTA as soon as possible
- take reasonable rest breaks during the course of their travel

10.0 Motor vehicles

At times, workers will be required to utilise their own motor vehicle for the purpose of fulfilling their role with the AHTA

The AHTA will:

- provide a first aid kit to be taken on all AHTA related motor vehicle journeys
- provide an emergency contact list (appendix 2) to be placed in an easily accessible and visible place in the motor vehicle whilst it is being used for AHTA purposes
- not allow a worker to utilise their motor vehicle for AHTA purposes where the AHTA is aware that the vehicle is not road worthy or registered or the worker is not adequately skilled or licensed
- ensure all reported motor vehicle incidents are recorded in the register of workplace incidents (appendix 4)
- ensure appropriate action is taken in the event of a reported incident

The worker will:

- take their AHTA provided first aid kit on all AHTA related motor vehicle journeys
- place the provided Emergency Contact List (appendix 2) in an easily accessible and visible place the motor vehicle, whilst it is being used for AHTA purposes
- not operate a motor vehicle for AHTA purposes, that is un-roadworthy or unregistered or where the worker is not adequately skilled for licensed
- ensure that all motor vehicle incidents are reported to the AHTA using the incident report form (appendix 3)
- obey all road laws in the state or territory in which they are operating a motor vehicle for AHTA purposes.
- ensure appropriate action is taken in the event of motor vehicle incident and obey any direction from authorities
- in the event of a serious motor vehicle incident, notify the AHTA as soon as reasonably possible. Note: always contact required emergency services prior to contacting the AHTA

11.0 Working hours and breaks

A working day is specified as 7.5 hours for AHTA purposes equating to 37.5 hours per week. The AHTA is committed to ensuring the health and wellbeing of all workers.
The AHTA will:

- provide paid employees with a workplace agreement specifying hours and conditions of work including any breaks
- provide time-in-lieu to paid employees who work over their nominated hours to ensure appropriate time off from duties
- offer volunteers reasonable workloads and adequate support
- investigate any concerns workers may have relating to their workload
- provide paid employees with annual leave and sick leave as per the conditions outlined in their workplace agreement

The worker will:

- carefully read and understand their workplace agreement before signing the agreement
- take any breaks outlined in their agreement
- follow all conditions outlined in their workplace agreement and any reasonable direction from the AHTA relating to the use of leave or time-in-lieu
- address any concerns in relation to their workload with the AHTA

12.0 Fitness for work

It is the responsibility of both the worker and the employee to assess their fitness for work

The AHTA will:

Ensure, where possible that any concerns regarding a worker's fitness to undertake their duties are identified and assessed
Ensure that any employee who provides a medical certificate or other proof that they are unfit for their duties, is allowed adequate leave either paid or unpaid dependent upon the conditions of their employment agreement

The worker will:

- Only undertake their duties if they are fit to do so
- Notify the AHTA as per the conditions of their agreement if they are unfit to undertake their duties
- Where required, obtain a medical certificate or other proof that they are unfit for their duties, and provide to the AHTA

13.0 Insurance

The AHTA takes out Workers Compensation Insurance and Employer’s Indemnity Insurance for all workers. However, it is important to note that some personal home insurance policies may still be affected while working from home.

The AHTA will:

- Maintain Workers Compensation and Employer’s Insurance policies for all workers

The worker will:
Notify their home insurance provider of their work from home status

14.0 Scope
This policy is applicable to all workers engaged by the AHTA including paid employees and volunteers (unless explicitly stated), such as management committee members, subcommittee members, state coordinators and other individuals engaged by the AHTA to undertake duties for and on behalf of the AHTA. This policy excludes contractors and external agencies engaged by the AHTA, however the AHTA will reasonably collaborate with contractors and external agencies on issues of WHS where required.

15.0 Process
The AHTA has developed a process that all workers must be subjected to and includes:

15.1 Workplace Assessment
All workers will be provided with a WHS Workplace Assessment Form (appendix 1) and are required to complete and return this assessment. In keeping with the AHTA’s WHS responsibilities. Workplace Assessments are to be completed and returned:

- By all workers, within 1 week of either commencing work with the AHTA or upon receipt of the request from the AHTA to complete a workplace assessment
- By workers who have re-commenced with the AHTA after a break of more than 2 months
- On an annual basis

Assessments that have not been completed satisfactorily will be returned to the worker for amendment.

Once the assessment has been completed please return to the AHTA via email to the email address provided on the WHS Workplace Assessment Form (appendix 1).

16.0 Use of equipment and resources
The AHTA will provide relevant equipment and resources as outlined in the policy, including a First Aid Kit, emergency contact list and relevant forms. The AHTA will also provide any other WHS equipment and resources as identified in individual workplace assessments or at the discretion of the AHTA upon request of the worker.

All AHTA provided equipment and resources must be returned to the AHTA upon cessation of your role with the AHTA.

17.0 Incidents and Injuries
In the event of an incident or injury, the following procedure must be adhered to:

1. In an emergency, always contact emergency services first
2. In the case where there is no emergency, but a hazard exists, if possible and only if safe to do so, take immediate steps to remove or contain the hazard
3. Once the hazard has been removed or contained, contact the AHTA by the fastest means possible, usually by telephone
4. In the cases where is no immediate hazard or risk, there is no need to make immediate contact with the AHTA.

5. In all cases, an Incident Report Form (appendix 3) must be completed and forwarded to the AHTA within 24 hours of identification of the hazard, injury or illness.

6. The AHTA will notify you that they have received the form, usually by return email and the incident will be logged in the AHTA Register of Workplace Incidents.

7. In cases of serious incident, injury or illness the AHTA will be required to notify Work Cover within 48 hours of notification using the appropriate Work Cover Incident Notification Procedure (appendix 5).

8. The AHTA will work with the worker to remove or reduce the risk or hazard reported.

9. In cases of injury to the worker while undertaking duties for the AHTA, the AHTA and the worker will take all required steps as outlined under 3.7 “Workers Compensation”, of this policy.

10. The worker and the AHTA will abide by all requests made by regulatory authorities and insurers following the notification of an incident, injury or illness.

**18.0 Implementation**

All workers of the AHTA are bound by this policy and the AHTA and all workers are required to follow this policy and any other reasonable requests by the AHTA to ensure WHS. This policy is effective immediately following agreement to undertake duties for the AHTA.

**19.0 Agreement**

The AHTA assumes agreement to this policy upon provision of this policy to the worker. The worker agrees to the processes and procedures as outlined in this policy and understands their responsibilities in relation the WHS. The AHTA also assumes that any workers who are unsure about their obligations have either contacted the AHTA for further information or have contacted the relevant WHS authority in their state or territory. Please note that both corporation and individual penalties apply for WHS non-compliance.

**20.0 Appendix**

- Appendix 1.0 WHS Workplace Assessment Form
- Appendix 2.0 Emergency Contact List
- Appendix 3.0 Incident Report Form
- Appendix 4.0 Register of Workplace Incidents
- Appendix 5.0 Workcover Incident Notification Procedures
  - 5.1 New South Wales
  - 5.2 Queensland
  - 5.3 Victoria
  - 5.4 Western Australia
  - 5.5 South Australia
  - 5.6 Northern Territory
  - 5.7 Australian Capital Territory
  - 5.8 Tasmania
- Appendix 6.0 First Aid Checklist
- Appendix 7.0 PPE Request/Maintenance Request Form
- Appendix 8.0 Equipment Register
Management Committee Charter

To maintain and promote high standards of hand therapy practice in Australia

ABN 72 874 453 636

Approved by the AHTA Management Committee on 4th June 2012 Reviewed: June 2016 K Whittle
Charter

Contents

1 Role of the Management Committee
  1.1 Strategic Direction
  1.2 Governance
  1.2.1 General
  1.2.2 Compliance
  1.2.3 Risk Management
  1.3 Operating Performance

2 Key Management Committee Functions & Procedures
  2.1 Management Committee Composition
  2.2 Induction & Ongoing Support
  2.3 Code of Conduct
  2.4 Management Committee Meetings
  2.5 Delegation
    2.5.1 Management Committee Subcommittees

3 Duties of individual Management Committee Members

4 Role of the Administration Manager

5 Evaluating Performance

6 Associations Policies

7 Indemnities & Insurances
  7.1 Association Liability Insurance
  7.2 Access to Association records
  7.3 Voluntary Workers – Personal Accident Cover
Role of the Management Committee

The role of the AHTA management Committee is to maintain and promote high standards of hand therapy practice in Australia.

The Management Committee effectively promotes the interests of the Association and its members and is accountable for the management of the Association’s business and affairs. As such it is responsible for the overall strategy, governance and performance of the Association.

The role of the Management Committee includes:

1.1 Strategic Direction as outlined in the Strategic Plan

1.2 Governance

1.2.1 General

- Undertaking all reasonable measures to ensure best practice of corporate governance.

1.2.2 Compliance

- Undertaking all reasonable measures to ensure that appropriate compliance frameworks and controls are in place and are operating effectively.

1.2.3 Risk Management

- Monitoring the integrity of reporting systems; and
- Monitoring strategic risk management systems.

1.3 Operating Performance

- Approving decisions concerning the capital of the Association;
- Reviewing and approving the annual operating budget, the annual statutory financial statement and monitoring the financial results on an on-going basis.

2 Key Management Committee Functions & Procedures

2.1 Management Committee Composition

Management Committee comprises a majority of AHTA Members with a broad range of skills, expertise and experience, consistent with the mission and objects of the Association. Management Committee consists of ten members, which have voting rights with representation from all states and territories.

2.2 Induction & ongoing support

The Management Committee has systems in place to ensure that officers receive the necessary support they require to perform their role effectively. The Management Committee collectively has the right to seek independent professional advice as it sees fit.

2.3 AHTA Management Committee Code of Conduct: Refer to By Law Appendix 8

Management Committee members are required to sign the AHTA code of conduct after their election. These documents will be kept at the AHTA office for the duration of their officer’s term.

2.4 Management Committee Meetings

The Management Committee meets bimonthly in accordance with the Own Rules. The Management Committee may also meet on other occasions between scheduled
meetings to deal with specific matters as needed, and may also vote on an issue via flying minute when deemed appropriate.

2.5 Delegations
2.5.1 Management Committee Sub Committees
Committees have been established to operate as approved by the Management Committee.

- Advocacy Committee;
- Governance Committee;
- Research and Scholarship Committee;
- Conference Committee;
- Education Committee;

Refer to By Laws for individual committee responsibilities.

A Management Committee Member represents each of these subcommittees. The subcommittees meet as required to fulfill their relevant responsibilities. The management committee appoints members to these subcommittees.

3 Duties of Individual Management Committee Members
Management Committee members are subject to a range of duties under stature, our Own Rules and By Laws. The Association expects that Management Committee will take all reasonable steps to satisfy these duties. The duties and responsibilities of Management Committee are contained within the By Laws.

4 Role of Executive Support
The Staff of the AHTA are accountable to the Management Committee and are responsible for:

- Acting on behalf of the AHTA at its direction;
- Administrative management of the association (communications and correspondence, meetings, educational events, records management, financials) and
- Assisting the Management Committee in fulfilling the objectives of the AHTA Strategic Plan

5 Evaluating Performance
The Management Committee will undertake an annual assessment of its performance against the requirements of the association as contained in the By Laws, Own Rules and Strategic Plan. Following each assessment, the Management Committee will consider what, if any, actions need to be taken to improve its performance.

For guidelines to these assessment tools please refer to the induction package.

6 Association Policies
Management Committee and Sub Contracters of the Association are expected to maintain standards of business conduct, which are ethical, and in this respect policies have been adopted on:

- Disclosure of conflicts of interest;
- Confidentiality;
- Occupational health and safety;
- Equal employment opportunity
• Continuous disclosure.
• Association Papers and Procedures

We will seek to provide webinars to cover these topics and refer to portfolio resources for operational guidelines.

7 Indemnities & Insurance

7.1 Insurance policies: Association Liability Insurance
The Association indemnifies each Management Committee member to the maximum extent permitted by law against liability incurred in or arising out of the conduct of the business of the Association or a subsidiary of the Association, or in arising out of the discharge of their management duties. *Please note that exclusions do apply and the full insurance policy is available for viewing at anytime by contacting the AHTA Office.

7.2 Access to Association Records
The above Insurance policy of indemnity also allows each Management Committee member to access, inspect and make copies of the Association’s books and Management Committee papers at reasonable times during their term of office. The Association undertakes to ensure that it will take out and maintain insurance cover for the Management Committee. *Please note that exclusions do apply and the full insurance policy is available for viewing at anytime by contacting the AHTA Office.

7.3 Voluntary Workers –Personal Accident Cover
The Association maintains a voluntary Workers Personal Accident Insurance Policy that, subject to some exceptions, provides worldwide insurance cover to present Members of the Management Committee of the Association and its subsidiaries. Benefits will be paid if an insured person dies, becomes disabled or suffers from certain conditions whilst on the voluntary work of the insured. *Please note that exclusions do apply and the full insurance policy is available for viewing at anytime by contacting the AHTA Office.
Australian Hand Therapy Association
AHT Credentialing Council
Terms Of Reference (TOR)

Purpose

The AHT Credentialing Council (CC) is an independent council responsible for the regulatory framework for the scope of practice of Hand Therapy in Australia. In fulfilling its function, it provides recommendations to the Management Committee of the Australian Hand Therapy Association to admit Accredited Hand Therapists as AHT Members of the Association, and allow the use of the post nominal of Accredited Hand Therapist (as awarded by the AHTA) by Registered Physiotherapists and Occupational Therapists.

The AHT CC acts to ensure that the Accredited Hand Therapist credentialing and regulation processes are efficient, effective, equitable, accountable and transparent and to ensure public safety, quality and professional standards for the advanced scope of practice of Hand Therapy for Physiotherapists and Occupational Therapists in Australia.

Membership

The AHT Credentialing Council (CC) will be independent of the management committee (MC) and should not be perceived to have, or actually have a conflict of interest in the appointment of applicants.

The CC will have 9 members to ensure a robust assessment process. A Skills Matrix will be established by the Council during each term to ensure that the Council has an appropriate mix of skills to warrant the smooth running of the Credentialing Council, and provide a pathway for future skills development.

All members are appointed for a term of 3 years, and can sit on the CC for a maximum of three terms, with the exception of the Credentialing Portfolio Officer whose appointment is dependent on them holding that position on the MC.

The Credentialing Council will comprise:
1 representative from the management committee - the Credentialing Portfolio Officer (formerly Membership Portfolio Officer) or nominee if they are unable to attend.
1 representative from physiotherapy academia with a knowledge of assessment of competency
1 representative from occupational therapy academia with a knowledge of assessment of competency
2 elected members from the membership of AHT’s, elected at every third AGM (in the first instance appointed from an EOI to the Membership of the AHTA).
2 AHTs from the Accreditation Steering Committee. At the end of the first term the CC will determine whether these 2 positions will continue.

2 independent representatives whose skills match the requirements of the CC

Both of the independent representatives may or may not specifically be connected to Hand Therapy, and may be a community member with a profession such as law, medicine, health care management expertise, governance expertise, innovation etc. These appointments in the first instance will be called for by an expression of interest circulated in media and through our channels of communication.

Selection Process and Criteria for re-appointment:

A Nominations Committee made up in the first instance of three members from the current Credentialing Steering Committee, and later by an independent subcommittee appointed by the MC, will assess and short list applicants and recommend Council members to the MC who will then ratify the decision.
The Credentialing Portfolio Officer will step down once they are replaced on the MC.

The elected members (AHT's) will be up for re-election every three years by the membership at an AGM of the AHTA, and can renominate for election as stated above for a maximum of three terms, unless otherwise deemed unsuitable by the MC.

Those Council members who are independent members or academic members on the CC will be reappointed by the MC (with the agreement of the Council member), up to a maximum of three terms, or asked to step down from the CC by the MC at the end of their current term.

The Credentialing Council Chair will be appointed for the first term and will be the former Chair of the Accreditation Steering Committee. Following this term, the Chair will be appointed by the members of the CC at their first meeting each term.

Meetings and Forums

The CC will meet every two months to review applications from associates wishing to upgrade to Accredited Hand Therapist, review applications for recertification, and also review requests for mentors for those associates wishing to commence the process of accreditation.

Meetings will be held via Teleconference, with at least one face to face meeting per year, and an administrative officer of the AHTA will be made available as secretariat for the CC.

Duties of the Credentialing Council

In addition to the role described in Meetings and Forums above will be:

1. To provide strategic advice to the AHTA MC on the development of standards, codes and guidance guidelines for the AHT programme.
2. To provide high level advice to the AHTA MC about the development of the credentials within the AHT program, i.e. Associate member, AHT, and eventually Advanced AHT and Fellow AHT
3. To ensure that the AHT program meets the needs of the AHTA, AHPRA, members and other key stakeholders, including consumers, with respect to safety and quality.
4. To liaise closely with the AHPRA regarding issues underpinning competency standards, credentialing, regulation, education, accreditation and recognition activities.
5. To ensure that the policies and process of the credentialing and auditing of AHT’s are consistent with the health professions under the Australian Health Practitioner Regulation Agency.
6. To coordinate a program of total quality management and evaluation for credentialing.
7. There should also be a regular review if the assessment portion of the AHTA courses to ensure the integrity of the marking.

Duties of the Credentialing Portfolio Officer

1. Be a member of the Credentialing council
2. Providing advice to members and answering questions from members about the process of Accreditation
3. Reporting to the MC the outcome of credentialing council meetings.
4. Reporting to the CC matters which affect the council.
5. Help recruit and be responsible for training new mentors.
6. Auditing of 5% of AHT members continuing education logs per year to check compliance with CPD guidelines.
7. Provide advice to members regarding approved CPD activities within the spirit of the guidelines.
**Review**

The council composition, outcomes achieved, and TOR will be reviewed by the Council on no less than an annual basis. An annual work plan will be developed by the CC by which to measure the outcomes achieved.

At the end of two years within each term, a performance review will take place of the Credentialing Council by the MC, and self-assessment of individual members of the Council will also take place at this time.

**Code of Conduct**

All members and attendees of CC meetings will be required to sign and return a Code of Conduct attesting to the fact that the member or attendee has read and accepts all the conditions contained therein.

**Confidentiality**

In general, meeting minutes will be treated as confidential and not disclosed to outside parties. If members or attendees are unsure about the confidentiality status of a particular information or data disclosed to them, the Chair should be asked to clarify the position.

**Quorum and Attendance**

A quorum will be considered to exist when 50% plus one of the members are in attendance either in person or via electronic means. If a member is absent for more than 2 consecutive meetings, or attends less than 50% of meetings in any one year, then they will be asked to step down unless exceptional circumstances are communicated to the Chair of the CC.

**Membership responsibilities**

The CC will endeavor to operate on a consensus decision-making basis where possible and appropriate. All members hold one vote each.

**Remuneration**

Independent members and academic members will be paid a sitting fee of $150 for each meeting they attend, which will cover attendance at the meeting, preparation time and availability for out of session consultation. AHT members will receive $300 off their renewal fees for each of the years they sit on the CC. The Portfolio Officer will receive remuneration appropriate to their position on the MC.

Reviewed 11th April 2018 EW
Governance Committee
Terms of Reference (ToR)

Purpose

The primary function is to assist the Management Committee in fulfilling its governance and accountability responsibilities.

Scope

Duties of the committee include:
- Succession planning, skills analysis and the recruitment processes
- Induction of Management Committee;
- Training and development in governance;
- Review of best practice in governance

Authority

The Committee has authority to make decisions and take action within the scope of its strategic objectives, and annual budget.

Membership

The total number of committee members shall not exceed six.
The AHTA Secretary will be the Chair

The Committee will comprise:
- The AHTA President
- The AHTA Secretary
- 2 Other Members of the AHTA who are not from the Management Committee
- The AHTA Executive Support Manager – Strategy, also sits on the committee due to her/his involvement in governance processes and association management.

Selection Process and Criteria for re-appointment:

a) Members are appointed by Management Committee
b) Terms: 2 year terms with a maximum of 6 years of consecutive service

Meetings and Forums

The committee will meet at least 3 times per year, meetings will be held via Teleconference.

Reporting

The committee will report to the Management Committee at its bi-monthly teleconference, through a written report, prepared by the Chair, and attendance by the Chair.
The Committee will report to AHTA membership via monthly e-news (as required), quarterly Newsletter and Annual Report.

Review

The Management Committee may review the composition of the committee from time to time and may make changes where applicable in order to ensure the committee is meeting the needs of the Association.
Code of Conduct

All members and attendees of committee meetings will be required to sign and return the AHTA Code of Conduct attesting to the fact that the member or attendee has read and accepts all the conditions contained therein.

Confidentiality

In general, meeting minutes will be treated as confidential and not disclosed to outside parties. If members or attendees are unsure about the confidentiality status of a particular information or data disclosed to them, the Chair should be asked to clarify the position.

Quorum and Attendance

A quorum will be considered to exist when 50% plus one of the members are in attendance either in person or via electronic means. If a member is absent for more than 2 consecutive meetings, or attends less than 50% of meetings in any one year, then they will be asked to step down unless exceptional circumstances are communicated to the Chair.

Membership responsibilities

The committee will endeavor to operate on a consensus decision-making basis where possible and appropriate. All members hold one vote each.

Remuneration

CPD hours as per guidelines.
Advocacy Committee
Terms of Reference (ToR)

Purpose

To be informed about State and National Health Policy issues with the potential to impact Hand Therapy practice
To be part of a national Allied Health voice on issues of healthcare delivery in Australia
To develop and formalise relationships with key stakeholders (AHPRA, OTA, APA, Workcover and other 3rd party insurers, health insurance providers, Commonwealth Government Departments – Defence, DVA, NDIS)
To develop and maintain professional national and international links (AHSS, NZHTA, APFSHT, IFSHT)
To assist the MC in the achievement of the AHTA strategic plan
The Committee was established in 2008 to advise the management committee, on issues of Advocacy, as part of the 2007 strategic plan

Scope

The Committee will advise the MC, and represent the AHTA on issues of Advocacy impacting directly on the practice of Hand Therapy
The Committee will collaborate with OTA or APA, on issues of Advocacy related more generally to the practice of Occupational Therapy or Physiotherapy
The Committee established a collegiate relationship with OTA in 2015, through an inaugural teleconference, and committed to continuing teleconferences annually.

Authority

The Committee has authority to make decisions and take action within the scope of its strategic objectives, and annual budget.

Membership

The total number of committee members shall not exceed six.
The Chair is appointed by the Management Committee for a minimum 2-year term

The Committee will comprise:
- The AHTA Immediate Past President
- The AHTA States & Territories Affairs Officer
- Up to 4 Other Members of the AHTA who are not from the Management Committee, may be past Presidents or previously held Management Committee positions and have significant advocacy experience
- The AHTA Executive Support Manager – Strategy, also sits on the committee due to her/his involvement in advocacy processes

Selection Process and Criteria for re-appointment:

a) Members are appointed by Management Committee
b) Terms: 2 year terms with a maximum of 6 years of consecutive service

Meetings and Forums

The committee will meet at least 3 times per year, meetings will be held via Teleconference.

Reporting
The committee will report to the Management Committee at its bi-monthly teleconference, through a written report, prepared by the Chair, and attendance by the Chair. The Committee will report to AHTA membership via monthly e-news (as required), quarterly Newsletter and Annual Report.

Review

The Management Committee may review the composition of the committee from time to time and may make changes where applicable in order to ensure the committee is meeting the needs of the Association.

Code of Conduct

All members and attendees of committee meetings will be required to sign and return the AHTA Code of Conduct attesting to the fact that the member or attendee has read and accepts all the conditions contained therein.

Confidentiality

In general, meeting minutes will be treated as confidential and not disclosed to outside parties. If members or attendees are unsure about the confidentiality status of a particular information or data disclosed to them, the Chair should be asked to clarify the position.

Quorum and Attendance

A quorum will be considered to exist when 50% plus one of the members are in attendance either in person or via electronic means. If a member is absent for more than 2 consecutive meetings, or attends less than 50% of meetings in any one year, then they will be asked to step down unless exceptional circumstances are communicated to the Chair.

Membership responsibilities

The committee will endeavor to operate on a consensus decision-making basis where possible and appropriate. All members hold one vote each.

Remuneration

CPD hours as per guidelines.
Research & Scholarships Committee
Terms of Reference (ToR)

Purpose
The Research & Scholarship Committee is formed to fulfil the goals of the strategic plan of the research portfolio. The purpose of the Research and Scholarship Committee is to implement research initiatives found in the strategic plan, and may be subject to change as the strategic plan is updated.

Scope
The Research and Scholarship Committee will evaluate annual research bursary applications and make recommendations to the management committee regarding suitability for funding. Review procedures for reviewing scholarship applications biannually and update as required. Ensure that recipients of funding comply with the conditions of their agreement and with the Guidelines for AHTA Research Grant Program/Scholarship. Assess applications in accordance with Research & Scholarship evaluation form.

Authority
The Committee has authority to make decisions and take action within the scope of its strategic objectives, and annual budget.

Membership
The total number of committee members shall not exceed six. The President Elect will be the Chair.

The Committee will comprise:
- The AHTA President Elect
- 2 Accredited Hand Therapist’s or Associates with at least 5 years clinical experience and an interest/background in research.
- The AHTA Executive Support Manager – Operations, also sits on the committee due to her/his involvement in research and scholarships processes.

Selection Process and Criteria for re-appointment:
  a) Members are appointed by Management Committee
  b) Terms: 2 year terms with a maximum of 6 years of consecutive service

Meetings and Forums
The committee will meet at least 3 times per year, meetings will be held via Teleconference.

Reporting
The committee will report to the Management Committee at its bi-monthly teleconference, through a written report, prepared by the Chair, and attendance by the Chair. The Committee will report to AHTA membership via monthly e-news (as required), quarterly Newsletter and Annual Report.

Review
The Management Committee may review the composition of the committee from time to time and may make changes where applicable in order to ensure the committee is meeting the needs of the Association.

Code of Conduct

All members and attendees of committee meetings will be required to sign and return the AHTA Code of Conduct attesting to the fact that the member or attendee has read and accepts all the conditions contained therein.

Confidentiality

In general, meeting minutes will be treated as confidential and not disclosed to outside parties. If members or attendees are unsure about the confidentiality status of a particular information or data disclosed to them, the Chair should be asked to clarify the position.

Quorum and Attendance

A quorum will be considered to exist when 50% plus one of the members are in attendance either in person or via electronic means. If a member is absent for more than 2 consecutive meetings, or attends less than 50% of meetings in any one year, then they will be asked to step down unless exceptional circumstances are communicated to the Chair.

Membership responsibilities

The committee will endeavor to operate on a consensus decision-making basis where possible and appropriate. All members hold one vote each.

Remuneration

CPD hours as per guidelines.
AHTA CONFERENCE MANUAL

Revised JULY 2016
## Table of Contents

a) CONFERENCE ......................................................................................................................... 3  
b) LOCATION .............................................................................................................................. 3  
c) CONFERENCE COMMITTEE ..................................................................................................... 3  
d) REGISTRATION COSTS FOR CONFERENCE COMMITTEE ......................................................... 4  
e) PROFESSIONAL CONFERENCE ORGANISATION (PCO) ......................................................... 4  
f) AHTA MANAGEMENT COMMITTEE RESPONSIBILITIES .......................................................... 5  
g) COMMUNICATION ................................................................................................................. 6  
h) BUDGET AND APPROVALS ..................................................................................................... 6  
i) FINANCIAL MANAGEMENT .................................................................................................... 7  
j) INSURANCE ............................................................................................................................. 7  
k) SPONSORSHIP AND MARKETING ........................................................................................... 7  
l) SCIENTIFIC PROGRAM ............................................................................................................ 8  
m) SPEAKERS ................................................................................................................................ 8  
n) SCIENTIFIC PROGRAM CHAIRPERSONS ................................................................................. 9  
o) CONFERENCE AWARDS .......................................................................................................... 10  
p) AHTA FOUNDERS LECTURE .................................................................................................... 11  
q) SOCIAL PROGRAM ............................................................................................................... 11  
r) EVALUATION FORM .............................................................................................................. 11  
s) CERTIFICATE OF ATTENDANCE ............................................................................................. 11  
t) POST CONFERENCE ............................................................................................................... 12  
u) FINAL REPORTS ...................................................................................................................... 12  
v) RECIPROCAL RIGHTS WITH NZAHT MEMBERS .................................................................. 12  
w) GOVERNMENT AND REGULATORY REPRESENTATIVES ..................................................... 12  
x) MEDIA .................................................................................................................................... 13  
y) CHILD CARE .......................................................................................................................... 13  
z) APPENDIX .............................................................................................................................. 13
AHTA CONFERENCE MANUAL

GUIDELINES FOR ORGANISING AHTA NATIONAL CONFERENCES

a) CONFERENCE

AHTA conferences are to be approximately two and a half (2.5) days long, held over a weekend and one (1) business day. The conference must provide attendees a minimum of fifteen (15) contact hours (CPD hours).

b) LOCATION

Members shall confirm the state in which the conference shall be held in two (2) years’ time at the Annual General Meeting (AGM). The historical order of the venues for conference is:

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<th>Year</th>
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<td>QLD</td>
<td>2024</td>
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</tbody>
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c) CONFERENCE COMMITTEE

The divisional coordinator from the chosen state will be asked to form a conference committee.

The conference committee is responsible for:

a) Finding a suitable Professional Conference Organiser (PCO) if one is not already contracted to the AHTA.

b) The AHTA will ideally not sign PCO contracts for more than a 12 month or 1 conference period and will tender for a PCO each year.

c) Organise the details of the conference, together with the organising company, as outlined in Appendix A “Responsibilities of the Conference Committee”

Please refer to APPENDIX 1.0 – RESPONSIBILITIES OF THE CONFERENCE COMMITTEE (CHECKLIST), for a full checklist of conference committee responsibilities.

The conference committee shall consist of members in the state where the conference is to be held. At the first meeting committee members are elected into their roles. The roles of the committee consist of:
• **Convenor** *(APPENDIX 2.0 – POSITION DESCRIPTION CONFERENCE CONVENOR)*
  – responsible for the coordination of meetings and associated documentation bringing people together and overseeing the running and success of the conference. This role includes reporting and communicating bi-monthly with the Management Committee and liaising with the professional conference organiser (PCO)

• **Secretary** *(APPENDIX 2.1 – POSITION DESCRIPTION CONFERENCE SECRETARY)*
  – responsible for the accurate recording of meetings, preparation of minutes and dissemination of information to the Education Officer of the AHTA executive

• **Treasurer** *(APPENDIX 2.2 – POSITION DESCRIPTION CONFERENCE TREASURER)*
  – responsible for the development of a draft budget with the AHTA Treasurer, Conference Convenor and PCO and overseeing adherence to the conference budget

• **Marketing** *(APPENDIX 2.3 – POSITION DESCRIPTION MARKETING COMMITTEE)*
  – responsible for trade exhibits, sponsorship and advertisement of the conference

• **Social** *(APPENDIX 2.4 – POSITION DESCRIPTION SOCIAL COMMITTEE)*
  – responsible for social events such as the welcome reception and conference dinner

• **Scientific** *(APPENDIX 2.5 – POSITION DESCRIPTION SCIENTIFIC COMMITTEE)*
  – responsible for the scientific program and organisation of the free papers

The AHTA must be notified of the composition of the conference committee by March in the year prior to national conference taking place (example, March 2015 for the Conference held in 2016) using **APPENDIX 3.0 – CONFERENCE COMMITTEE COMPOSITION ADVICE (FORM)**

d) **REGISTRATION COSTS FOR CONFERENCE COMMITTEE**

In recognition of the work involved in organising a conference, a maximum of 5 complimentary registrations can be shared among the conference committee for the year, in lieu of thank you gifts.

e) **PROFESSIONAL CONFERENCE ORGANISATION (PCO)**

The PCO is responsible for:

   a) Assisting the conference committee to run a financially successful conference.
   b) Organising and manning the registration desk for the duration of the conference
   c) Preparing a comprehensive post-conference report
   d) Suggesting improvements to the conference organisation process within the AHTA
   e) Finalise all accounts by 3 months’ post-conference and pay any monies (profit) owing to the AHTA by this time.
Refer to APPENDIX 4.0 – RESPONSIBILITIES OF THE PROFESSIONAL CONFERENCE ORGANISER (PCO) for more details.

The conference committee is responsible for engaging a suitable PCO if one has not already been retained by the AHTA for a contracted period. It is the responsibility of the education officer to inform the conference convenor if a PCO has been retained.

If there is no appointed PCO, a tender letter (APPENDIX 5.0 – TENDER LETTER FOR PCO (TEMPLATE) should be drafted and sent to three (3) PCO’s. It is recommended that the conference convenor contact the convenors of the previous/current conferences for feedback on the PCO utilised at their conference. They are to be considered for inclusion for tender based on their performance to successfully facilitate an AHTA conference. It is the role of the Conference Convenor or designated committee member to brief and answer any questions from the PCO’s contacted. This ideally requires a face-to-face meeting, if practical. Once each of these three companies has submitted a tender, the tenders should be reviewed by the conference committee and ranked (refer to APPENDIX 6.0 – PCO COMPARISON TABLE (TEMPLATE)).

The Conference Committee must forward a completed and signed version of APPENDIX 6.0 – PCO COMPARISON TABLE (TEMPLATE) to the Management Committee which will include a recommendation for engagement of one of the potential PCO’s. Once approved, the committee will then undertake to contract the PCO to provide the service. A letter must be drafted (APPENDIX 7.0 – SUCCESSFUL TENDER LETTER FOR PCO (TEMPLATE)) to the PCO informing them that they have been selected. Letters should also be sent to the unsuccessful PCO’s (APPENDIX 8.0 – UNSUCCESSFUL TENDER LETTER FOR PCO (TEMPLATE)).

You will also need to review and once satisfied forward the contract (usually supplied by the PCO) to the Management Committee for review and to be signed off and returned to the PCO, a copy of this should be kept in Dropbox.

f) AHTA MANAGEMENT COMMITTEE RESPONSIBILITIES

(a) Assist in negotiating an agreement with the invited international and/or keynote guest speakers/s
(b) Organise the AGM if held at the time of the conference
(c) It is recommended that the AGM is held on Saturday morning as a breakfast meeting in order to provide the most opportunity for members to attend. No concurrent workshops are to be offered at the time of the AGM. The normal conference program would then follow this as normal.
(d) AGM costs for room hire, audio visual requirements including taping of proceedings for minute keeping purposes, and the cost of any refreshments (breakfast, morning tea or lunch to be consumed during proceedings, are to be met by the AHTA.
(e) Be aware of overnight hold fees and liaise with the Conference Convenor before the venue contract is signed.
(f) The AHTA treasurer is to oversee the budget for the conference in conjunction with Conference Committee, and;
   i) The AHTA Treasurer is to meet with Conference Convenor, Conference Committee Treasurer and PCO soon after the first engagement with the PCO to begin developing the budget for the conference.
ii) The AHTA Treasurer is to be involved in determining delegate registration fees – it is recommended that delegate registration fees be increased each by at least the rate of CPI.

iii) Meet with Conference Convenor and Conference Committee Treasurer quarterly (minimum), up to one year out from the conference, increasing to every two months preceding the conference.

(g) AHTA office will raise certificates and cheques to be awarded at the conference for the Jill Chapman, AHSS and Leann Breen Awards.

(h) Ensure recognition of the Conference Convenor and their Committee, at the close of the conference.

(i) Education Officer to induct new conference convener

(j) AHTA is to update the shared Conference Committee Dropbox.

g) COMMUNICATION

The AHTA Treasurer, Education Officer and Executive Support Manager (Operations), being ex officio, receive minutes of all meetings. The AHTA Treasurer has the overall responsibility for financial matters and the conference committee must refer all major financial and organisational matters to the AHTA Management Committee for approval. The conference convener has responsibility for reporting regularly to the Education Officer on conference organisation progress and issues, who then reports to the Management Committee as necessary. The conference convener is also required to provide bi-monthly reports to the Management Committee at their scheduled meetings. There is also an option for the convenor to attend AHTA Management Committee Meetings to raise any discussion items.

It is expected that a handover (see APPENDIX 38.0 – CONFERENCE HANDBOOK CHECKLIST) be completed by the previous convenor to their successor, however, it is the responsibility of all conference convenors to contact the Education Officer to access information from previous conferences stored in the shared Conference Committee Dropbox if required.

If required a survey may be conducted of AHTA members to gauge their opinions on issues that may affect the upcoming conference (see APPENDIX 31.0 – PRECONFERENCE SURVEY RESULTS (YEAR))

h) BUDGET AND APPROVALS

A budget will be developed by the AHTA Treasurer, Conference Convenor, Conference Treasurer and PCO, using APPENDIX 9.0 – CONFERENCE BUDGET COMPOSITION as a guide and APPENDIX 10.0 – CONFERENCE BUDGET (TEMPLATE). You should also have access to the last three Conference Financial Reports (APPENDIX’ 11.0-11.2 – HISTORICAL CONFERENCE FINANCIAL REPORTS). Once finalised the budget template should be submitted to the Management Committee for approval. The AHTA Treasurer is to be involved in the determination of the delegate registration fees, and it is advisable to increase registration fees annually (by at-least the rate of CPI), it is recommended that the speaker allocation is determined at this point in time also (using SHEET 2 of APPENDIX 10.0 – CONFERENCE BUDGET (TEMPLATE)). Monitoring responsibility and accountability of the approved budget lies with the Conference Treasurer, with any concerns communicated to the AHTA Treasurer. The PCO is
accountable to the approved budget and is to provide a working spreadsheet to the conference treasurer and the AHTA treasurer on a weekly basis.

Once further details of the conference have been established such as, dates, venues etc. (this should occur at-least 6 weeks prior to the preceding conference), APPENDIX 12.0 – NOTIFICATION OF NATIONAL CONFERENCE DETAILS (FORM) should be forwarded to the AHTA so members can be notified at the preceding conference.

i) FINANCIAL MANAGEMENT

Income
All income is paid into the PCO’s designated AHTA account.
It should be noted that the conference is one of the AHTA’s major sources of income.
Income is collected

Expenditure
Transfers from the PCO’s designated AHTA account are to be approved by the conference treasurer in accordance with the approved budget.
For all other payments, a GST inclusive tax invoice is to be raised and forwarded to the conference treasurer for approval, once approved, this should be forwarded electronically to the AHTA Office for payment.

Speaker fees (please refer to APPENDIX 18.0 – PRESENTER REMUNERATION SCHEDULE)
If speakers are to be paid, they must be asked to provide a tax invoice, quoting their ABN for the amount of their fee plus GST, or if they don’t have an ABN then they need to complete a “Statement by a Supplier” form, available from the ATO or by clicking here, stating that giving lectures is a “a hobby” / not a major source of income, which is why they are not collecting GST on the amount.
The final account with the PCO should be finalised within three months following the last day of the conference. All monies should be paid to the AHTA from the PCO by this date.

j) INSURANCE

Currently the AHTA’s insurance policy covers the conference, please check with the national office to ensure appropriate level of cover is obtained.

k) SPONSORSHIP AND MARKETING

A sponsorship prospectus should be developed (refer to APPENDIX’ – 13.0-13.2 – HISTORICAL SPONSORSHIP PROSPECTUS’). This should be developed by the PCO in conjunction with the conference committee.

As the conference is a major source of income for the AHTA, a thorough marketing plan will need to be established (refer APPENDIX 14.0 – MARKETING STRATEGY (TEMPLATE)). For marketing of the Sponsorship Prospectus, it is requested that an investigation into potential sponsors be undertaken to improve on the current database (APPENDIX 15.0 – LIST OF TRADE CONTACTS). It is also advisable to investigate ‘like’ Associations to check who has sponsored their conferences. Remember to think outside the square.
The conference will also need to be marketed to delegates, you will find a list of non-members in APPENDIX 16.0 – DATABASE OF NON-MEMBER CONTACTS, notifications can be sent to members and associates via the AHTA office.

Your marketing strategy should be scheduled to begin as soon as possible following the previous AHTA conference. For a full list of sponsorship and marketing responsibilities please refer to APPENDIX 1.0 – RESPONSIBILITIES OF THE CONFERENCE COMMITTEE (CHECKLIST).

I) SCIENTIFIC PROGRAM

It is the responsibility of the Conference Committee/Scientific Committee to determine the conference scientific program. This includes allocation of lectures, workshops and coordination of free papers/posters. (please refer to APPENDIX’ 17.0-17.2 – SCIENTIFIC PROGRAM’ for examples of past programs.

Lectures – are to be based on the theme of the conference. The Founders Lecture and keynote speaker lectures form this part of the program.

Workshops – are run concurrently. Consideration should be given to the number of workshops required, availability of presenters, capping of numbers in the workshop (determined by request of the presenter and nature of the workshop – for example a practical workshop) and the number of rooms available.

Free papers – are separated into clinical, research and poster presentation categories. They are rated by the scientific committee to determine their inclusion in the conference program. When free papers are submitted, the authors need to indicate whether their paper is a “research” or “clinical” paper. Clinical free-papers are allowed 10 minutes for presentation plus questions, and are judged on content and presentation. Research papers are allowed 15 minutes for presentation plus questions and are judged on content, methodology and presentation.

Call for abstracts are sent out 5 months prior to the conference with a pre-determined closing date. The scientific committee rate the abstracts to determine their inclusion in the free paper part of the program. The applicants are notified of the outcome of their abstract submission. Successful abstract submissions are incorporated into the scientific program.

All speakers should be provided with a copy of the guidelines (APPENDIX 19.0 – PRESENTER GUIDELINES (TEMPLATE), modified for each presenter.

m) SPEAKERS

Keynote speaker
The Conference Committee shall investigate options for an international or domestic keynote speaker and identify a preferred candidate. It is recommended that an international keynote speaker is engaged at least every two years, to ensure the conference remains abreast with international issues and trends. It is also important that the conference maintains a focus on talented Australian therapists, of which there are many. Of greatest priority is to ensure the best fit for the theme of the
conference, with consideration that delegates have an expectation of a world leader on a given topic, regardless of nationality.

The committee will establish the preferred candidate’s availability for the conference using APPENDIX 20.0 – INVITATION TO KEYNOTE SPEAKER (TEMPLATE).

The conference committee will submit the recommendation for the preferred speaker to the AHTA Management Committee with a breakdown of expected costs, along with the conference budget for approval (use APPENDIX 10.0 – CONFERENCE BUDGET (TEMPLATE)). Once approved the conference committee, are responsible for negotiating and formalising the agreement with the speaker regarding their level of remuneration and participation. Once an agreement has been reached, it is important to provide all of these details to the speaker in the form of a letter, along with a copy of the guidelines (APPENDIX 19.0 – PRESENTER GUIDELINES (TEMPLATE)).

The keynote speaker will be expected to give several papers on their area of expertise based on the conference theme. The conference committee is responsible for organising the speaker’s role within the scientific program which may include lectures; workshops; pre/post conference courses; a master class for full members. This will be included in the initial invitation to the keynote speaker (APPENDIX 20.0 – INVITATION TO KEYNOTE SPEAKER (TEMPLATE)) but should be confirmed in their confirmation letter.

Other speakers

Other speakers to be determined by the scientific committee when determining the scientific program. Use APPENDIX 21.0 – INVITATION TO SPEAKERS (TEMPLATE) or APPENDIX 22.0 INVITATION TO WORKSHOP PRESENTERS (TEMPLATE), whichever is applicable, to invite speakers/presenters.

Points to consider

- **Remuneration (if any)** – this should be based on the level of participation required
- **Gifts** - In lieu of remuneration, a gift may be more suitable
- **Hospitality** - (for major speakers, partners may need to be considered)
- Ensure that each ‘level’ of speaker is remunerated at the same rate where possible.

Refer to APPENDIX 18.0 – PRESENTER REMUNERATION SCHEDULE for further information

The amount of money available to fund all speakers shall be determined during the drafting of the conference budget (SHEET 2 of APPENDIX 9.0 – CONFERENCE BUDGET (TEMPLATE))

All speakers should be provided with a confirmation letter including all conditions of their agreement, along with a copy of the guidelines (APPENDIX 19.0 – PRESENTER GUIDELINES (TEMPLATE))

**n) SCIENTIFIC PROGRAM CHAIRPERSONS**

The conference committee shall appoint the appropriate number of interested members to chair sessions at the conference. All chairpersons must be provided with a
copy of the chairperson’s guidelines (APPENDIX 23.0 – GUIDELINES FOR AHTA CONFERENCE SESSION CHAIRPERSONS). If a person has not chaired at an AHTA Conference, they may request or prefer to be paired with another person to learn the process.

o) CONFERENCE AWARDS

(see APPENDIX 24.0 – ABSTRACT SUBMISSION GUIDELINES, APPENDIX 25.0 – CLINICAL PAPER MARKING GUIDELINES and APPENDIX 26.0 - SCIENTIFIC PAPER MARKING GUIDELINES)

Three awards are presented to the best clinical, research and poster free papers. The conference committee shall elect 3 members, one of whom has experience in research, to act as assessors for the prizes. According to the guidelines (APPENDIX 24.0 – ABSTRACT SUBMISSION GUIDELINES, APPENDIX 25.0 - CLINICAL PAPER MARKING GUIDELINES and 26.0 – SCIENTIFIC PAPER MARKING GUIDELINES), the conference committee must ensure that the judges are not eligible for the prize (ie are not presenting a paper that is eligible to be awarded a prize). The Conference Committee shall draw up a score sheet listing all free papers eligible for the AHTA and AHSS prizes, and the assessors shall work independently to score the papers and confer at the end of the conference to make the final decision. Ensure enough time is allowed after completion of the free papers, to allow the judges to assess and come to a decision regarding the winners of the awards.

(a) The Jill Chapman Award (see APPENDIX 27.0 – GUIDELINES FOR ASSESSING FREE PAPERS JILL CHAPMAN AWARD) is awarded to the author(s) of the best clinical free paper at the conference. This award honours the first President of the Australian Hand Therapy Association and was presented for the first time in 1988. Value $300.00 and funded by Jill Chapman.

(b) The Australian Hand Surgery Society Prize (see APPENDIX 28.0 – GUIDELINES FOR ASSESSING FREE PAPERS AHSS AWARD) is awarded to the author(s) of the best research free paper at the conference. This was presented for the first time in 1998. Value $300.00 and paid for by the AHSS.

(c) The Leanne Breen Memorial Award (see APPENDIX 29.0 – GUIDELINES FOR ASSESSING POSTER PRESENTATION LEANN BREEN MEMORIAL AWARD) is awarded to the author(s) of the best poster at the conference. This was presented for the first time in 2010. Value $300.00 This award is partially funded by Leanne’s mother June Retallick and the remaining amount paid for by the AHTA. Leanne was a member of the AHTA executive as WA Divisional Representative and Divisional Coordinator for many years. She was a frequent presenter at WA AHTA meetings, a mentor and outstanding member of the Perth hand therapy community.

The AHTA executive shall ensure that the Awards are ready for presentation at the conference.

The AHTA also sponsors the Amy Geach Hand Therapy Innovation Award. Amy Geach is to be allocated time to showcase the finalists submissions and present the award.
The award was first presented in 2014. Value of sponsorship is currently $300. Award is given to recognise, showcase and share successful innovation in hand therapy that improves products and/or services.

p) AHTA FOUNDERS LECTURE

The AHTA Founders Lecture Award is given in recognition of an outstanding contribution to the association, or to the practice of hand therapy through office bearing, clinical excellence, research and publication, or education in hand therapy. The awardee is expected to present a 50-minute address on issues of experience, research or philosophy. The AHTA shall fund the annual Founders Lecture Award. Value to include conference registration, economy airfares to the conference venue, and a memento of the award to the value of $200 (costs met by the AHTA office).

q) SOCIAL PROGRAM

There have been several different scenarios at past conferences: optional conference dinner, no conference dinner but expanded welcome reception, included conference dinner. All have worked well based on the location of the conference. It is up to the conference committee to decide the format of the social program and how it is to be held over the course of the conference.

The cost of any complimentary dinners (e.g. the guest speaker) shall be incorporated in the charges for paying attendees.

r) EVALUATION FORM

The Conference Committee shall devise an evaluation form, in conjunction with the PCO (see APPENDIX 30.0 CONFERENCE EVALUATION SURVEY (TEMPLATE)) which is distributed to delegates in an electronic format. Results shall be collated and submitted as part of the conference report. To enable the next Conference Committee to benefit from the feedback, a copy should also be provided as soon as possible to the AHTA and included in the updated conference manual (see APPENDIX 32.0 – POST CONFERENCE SURVEY (YEAR)).

s) CERTIFICATE OF ATTENDANCE

Certificate of attendance (see APPENDIX 33.0 – CERTIFICATE OF ATTENDANCE (TEMPLATE)) must be provided to all conference attendees at the conclusion of the conference. All certificates must show:

- Name, date and location of conference
- Name of attendee
- Amount of contact hours awarded for conference attendance (CPD points)
- Electronic signature of the conference Convenor or Education Officer
- AHTA logo and address

All pre and post conference workshops must also provide a Certificate of Attendance in the same format as listed above.
f) POST CONFERENCE

Financial Report

The PCO is responsible for the preparation of the post conference budget, which must include all conference costs and the profit/loss outcome.

u) FINAL REPORTS

Conference Committee - is expected to prepare a comprehensive report on the conference to the AHTA Management Committee (see APPENDIX 34.0 – CONFERENCE CONVENOR FINAL REPORT (TEMPLATE)), a copy of the final report should replace the previous year’s report in the updated conference manual (see APPENDIX 35.0 – CONFERENCE CONVENOR FINAL REPORT (YEAR))

A summary from the Conference Convenor should also be submitted to the first AHTA newsletter following the conference.

The Conference Convenor should also provide feedback to the Education Portfolio Officer (see APPENDIX 36.0 – CONFERENCE CONVENOR FEEDBACK (TEMPLATE)) and a copy of this feedback should replace the previous year’s version in the update conference manual (see APPENDIX 37.0 – CONFERENCE CONVENOR FEEDBACK (YEAR))

The Conference Manual should be reviewed and updated using tracked changes and all required updates to appendix should be made, prior to submitting to the Education Portfolio Officer.

Finally, the Conference Convenor should complete the conference handover checklist (APPENDIX 38.0 – CONFERENCE HANDOVER CHECKLIST) and forward to the Education Portfolio Officer, to ensure that the incoming Conference Convenor is provided with all required information to undertake their role.

PCO – A final report should be submitted within 3 months following the last day of the conference (please refer to APPENDIX 4.0 – RESPONSIBILITIES OF THE PROFESSIONAL CONFERENCE ORGANISER).

v) RECIPROCAL RIGHTS WITH NZAHT MEMBERS

In 2000 the AHTA and NZAHT agreed to allow their members to have reciprocal rights for attendance at conferences and workshops run by their Associations.
In 2009, both associations agreed to advertise each other’s conferences on AHTA and NZAHT websites.

w) GOVERNMENT AND REGULATORY REPRESENTATIVES

If possible, the AHTA conference should be used as a forum to develop affiliations with local, state and federal political and industry representatives. The AHTA Management Committee, and the AHTA Advocacy Committee may be able to provide suggestions.
as to which representatives could be asked to attend and speak at the AHTA conference, use **APPENDIX 40.0 – INVITATION TO GOVERNMENT OR INDUSTRY REPRESENTATIVE (TEMPLATE)** for formal invitations.

x) **MEDIA**

A media release should be developed and forwarded to media outlets in an effort to raise awareness of the event and the industry. The conference committee may need to coordinate media interviews with AHTA President and Management Committee members.

y) **CHILD CARE**

If possible childcare options can be investigated and information provided to delegates on request.

z) **APPENDIX**

<table>
<thead>
<tr>
<th>APPENDIX</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>RESPONSIBILITIES OF THE CONFERENCE COMMITTEE (CHECKLIST) DRAFT</td>
</tr>
<tr>
<td>2.0</td>
<td>POSITION DESCRIPTION CONFERENCE CONVENOR DRAFT</td>
</tr>
<tr>
<td>2.1</td>
<td>POSITION DESCRIPTION CONFERENCE SECRETARY DRAFT</td>
</tr>
<tr>
<td>2.2</td>
<td>POSITION DESCRIPTION CONFERENCE TREASURER DRAFT</td>
</tr>
<tr>
<td>2.3</td>
<td>POSITION DESCRIPTION MARKETING COMMITTEE DRAFT</td>
</tr>
<tr>
<td>2.4</td>
<td>POSITION DESCRIPTION SOCIAL COMMITTEE DRAFT</td>
</tr>
<tr>
<td>2.5</td>
<td>POSITION DESCRIPTION SCIENTIFIC COMMITTEE DRAFT</td>
</tr>
<tr>
<td>3.0</td>
<td>CONFERENCE COMMITTEE COMPOSITION ADVICE (FORM) DRAFT</td>
</tr>
<tr>
<td>4.0</td>
<td>RESPONSIBILITIES OF THE PROFESSIONAL CONFERENCE ORGANISER (PCO) (CHECKLIST) DRAFT</td>
</tr>
<tr>
<td>5.0</td>
<td>TENDER LETTER FOR PCO (TEMPLATE) DRAFT</td>
</tr>
<tr>
<td>6.0</td>
<td>PCO COMPARISON TABLE (TEMPLATE) DRAFT</td>
</tr>
<tr>
<td>7.0</td>
<td>SUCCESSFUL TENDER LETTER FOR PCO (TEMPLATE) DRAFT</td>
</tr>
<tr>
<td>8.0</td>
<td>UNSUCCESSFUL TENDER LETTER FOR PCO (TEMPLATE) DRAFT</td>
</tr>
<tr>
<td>9.0</td>
<td>CONFERENCE BUDGET COMPOSITION DRAFT</td>
</tr>
<tr>
<td>10.0</td>
<td>CONFERENCE BUDGET (TEMPLATE) DRAFT</td>
</tr>
<tr>
<td>11.0</td>
<td>HISTORICAL CONFERENCE FINANCIAL REPORTS (2016)</td>
</tr>
<tr>
<td>11.1</td>
<td>HISTORICAL CONFERENCE FINANCIAL REPORTS (2015)</td>
</tr>
<tr>
<td>11.2</td>
<td>HISTORICAL CONFERENCE FINANCIAL REPORTS (2014)</td>
</tr>
<tr>
<td>12.0</td>
<td>NOTIFICATION OF NATIONAL CONFERENCE DETAILS (FORM) DRAFT</td>
</tr>
<tr>
<td>13.0</td>
<td>HISTORICAL SPONSORSHIP PROSPECTUS (2016)</td>
</tr>
<tr>
<td>13.1</td>
<td>HISTORICAL SPONSORSHIP PROSPECTUS (2015)</td>
</tr>
<tr>
<td>13.2</td>
<td>HISTORICAL SPONSORSHIP PROSPECTUS (2014)</td>
</tr>
<tr>
<td>14.0</td>
<td>MARKETING STRATEGY (TEMPLATE) DRAFT</td>
</tr>
<tr>
<td>15.0</td>
<td>LIST OF TRADE CONTACTS DRAFT</td>
</tr>
<tr>
<td>16.0</td>
<td>DATABASE OF NON-MEMBER CONTACTS DRAFT</td>
</tr>
<tr>
<td>17.0</td>
<td>SCIENTIFIC PROGRAM (2015)</td>
</tr>
<tr>
<td>17.1</td>
<td>SCIENTIFIC PROGRAM (2014)</td>
</tr>
<tr>
<td>17.2</td>
<td>SCIENTIFIC PROGRAM (2013)</td>
</tr>
<tr>
<td>18.0</td>
<td>PRESENTER REMUNERATION SCHEDULE DRAFT</td>
</tr>
</tbody>
</table>
Communications Subcommittee
Terms of Reference (ToR)

Purpose
The Communications Subcommittee is formed to fulfil the goals of the strategic plan of the communications portfolio.

Scope
- Produce a quarterly digital Newsletter for the association
- Review the suitability of submitted articles and edit prior to inclusion in the newsletter.
- Ensure the content of the newsletter is correct and relevant
- Production of the Enews.
- Maintain a database of all advertisers
- Update advertising rate cards annually
- Manage the administration of the AHTA Google Group

Authority
The Subcommittee has authority to make decisions and take action within the scope of its strategic objectives, and annual budget.

Membership
The total number of Subcommittee members shall be decided by the Chair
The Communications Officer will be the Chair

The Committee will comprise:
- The AHTA Communications Officer
- Any number of Accredited Hand Therapist's or Associates with an interest/background in communications
- AHTA Staff as required

Selection Process and Criteria for re-appointment:
  a) Members are appointed by Communications Officer
  b) Terms: 2 year terms

Meetings and Forums
The committee will meet as required, meetings will be held via Teleconference.

Reporting
The committee will report to the Management Committee at its bi-monthly teleconference, through a written report, prepared by the Chair, and attendance by the Chair.
The Committee will report to AHTA membership via monthly e-news (as required), quarterly Newsletter and Annual Report.

Review
The Management Committee may review the composition of the committee from time to time and may make
changes where applicable in order to ensure the committee is meeting the needs of the Association.

**Code of Conduct**

All members and attendees of committee meetings will be required to sign and return the AHTA Code of Conduct attesting to the fact that the member or attendee has read and accepts all the conditions contained therein.

**Confidentiality**

In general, meeting minutes will be treated as confidential and not disclosed to outside parties. If members or attendees are unsure about the confidentiality status of a particular information or data disclosed to them, the Chair should be asked to clarify the position.

**Quorum and Attendance**

A quorum will be considered to exist when 50% plus one of the members are in attendance either in person or via electronic means. If a member is absent for more than 2 consecutive meetings, or attends less than 50% of meetings in any one year, then they will be asked to step down unless exceptional circumstances are communicated to the Chair.

**Membership responsibilities**

The committee will endeavor to operate on a consensus decision-making basis where possible and appropriate. All members hold one vote each.

**Remuneration**

CPD hours as per guidelines.
Purpose

The Education Subcommittee is formed to fulfil the goals of the strategic plan of the Education portfolio. The Education Subcommittee is responsible for ensuring the development and maintenance of quality professional development opportunities.

Scope

- Maintain a suite of education courses and events of relevance to hand therapy
- Facilitate the development and implementation of AHTA professional development events and courses
- In conjunction with the Treasurer and staff, review all AHTA professional development courses and workshops to ensure financial viability and sustainability
- Collaborate with the Credentialing Council in consideration of issues such as AHT requirements, opportunities for further development, recognition of courses, requirements for membership and maintenance of membership
- Guide the Management Committee in consideration of all issues relating to the continuing education and professional development of AHTA members

Authority

The Subcommittee has authority to make decisions and take action within the scope of its strategic objectives, and annual budget.

Membership

The total number of Subcommittee members shall be decided by the Chair

The Education Officer will be the Chair

The Committee will comprise:

- The AHTA Education Officer
- Course Development Coordinator
- Course Electives Development Coordinator
- Course Coordinator
- Course Accreditation Coordinator
- Digital Education Coordinator
- Any number of Accredited Hand Therapist’s or Associates with an interest/background in education
- AHTA Executive Support Manager - Strategy

Selection Process and Criteria for re-appointment:

a) Members are appointed by Education Officer
b) Terms: 2 year terms

Meetings and Forums

The committee will meet as required, meetings will be held via Teleconference.

Reporting

The committee will report to the Management Committee at its bi-monthly teleconference, through a written
report, prepared by the Chair, and attendance by the Chair. The Committee will report to AHTA membership via monthly e-news (as required), quarterly Newsletter and Annual Report.

**Review**

The Management Committee may review the composition of the committee from time to time and may make changes where applicable in order to ensure the committee is meeting the needs of the Association.

**Code of Conduct**

All members and attendees of committee meetings will be required to sign and return the AHTA Code of Conduct attesting to the fact that the member or attendee has read and accepts all the conditions contained therein.

**Confidentiality**

In general, meeting minutes will be treated as confidential and not disclosed to outside parties. If members or attendees are unsure about the confidentiality status of a particular information or data disclosed to them, the Chair should be asked to clarify the position.

**Quorum and Attendance**

A quorum will be considered to exist when 50% plus one of the members are in attendance either in person or via electronic means. If a member is absent for more than 2 consecutive meetings, or attends less than 50% of meetings in any one year, then they will be asked to step down unless exceptional circumstances are communicated to the Chair.

**Membership responsibilities**

The committee will endeavor to operate on a consensus decision-making basis where possible and appropriate. All members hold one vote each.

**Remuneration**

CPD hours as per guidelines.
Purpose

The Marketing Subcommittee is formed to fulfil the goals of the strategic plan of the Marketing portfolio. The Marketing Subcommittee is responsible for ensuring the development and maintenance of quality marketing strategies and opportunities to promote recognition of the Association.

Scope

- Organise promotional materials for the AHTA including brochures, posters and banners
- Facilitate promotional lectures and workshops by AHTA members
- Review the logo design and website marketing
- Set a date and develop a list of activities for the annual hand therapy awareness week
- Organise the display of promotional material for a booth at the annual conference
- Develop and maintain a marketing strategy for the Association

Authority

The Subcommittee has authority to make decisions and take action within the scope of its strategic objectives, and annual budget.

Membership

The total number of Subcommittee members shall be decided by the Chair

The Marketing Officer will be the Chair

The Committee will comprise:
- The AHTA Marketing Officer
- Social Media Coordinator
- Blog Coordinator
- Student Liaison Coordinator
- Any number of Accredited Hand Therapist’s or Associates with an interest/background in education
- AHTA Executive Support Manager - Strategy

Selection Process and Criteria for re-appointment:

a) Members are appointed by Marketing Officer
b) Terms: 2 year terms

Meetings and Forums

The committee will meet as required, meetings will be held via Teleconference.

Reporting

The committee will report to the Management Committee at its bi-monthly teleconference, through a written report, prepared by the Chair, and attendance by the Chair.

The Committee will report to AHTA membership via monthly e-news (as required), quarterly Newsletter and Annual Report.

Review
The Management Committee may review the composition of the committee from time to time and may make changes where applicable in order to ensure the committee is meeting the needs of the Association.

**Code of Conduct**

All members and attendees of committee meetings will be required to sign and return the AHTA Code of Conduct attesting to the fact that the member or attendee has read and accepts all the conditions contained therein.

**Confidentiality**

In general, meeting minutes will be treated as confidential and not disclosed to outside parties. If members or attendees are unsure about the confidentiality status of a particular information or data disclosed to them, the Chair should be asked to clarify the position.

**Quorum and Attendance**

A quorum will be considered to exist when 50% plus one of the members are in attendance either in person or via electronic means. If a member is absent for more than 2 consecutive meetings, or attends less than 50% of meetings in any one year, then they will be asked to step down unless exceptional circumstances are communicated to the Chair.

**Membership responsibilities**

The committee will endeavor to operate on a consensus decision-making basis where possible and appropriate. All members hold one vote each.

**Remuneration**

CPD hours as per guidelines.
Purpose

The States & Territories Affairs Subcommittee is formed to fulfil the goals of the strategic plan of the States and Territories Affairs portfolio. The Subcommittee is responsible for overseeing divisional activities within the AHTA.

Scope

- Produce divisional activity reports for Management Committee meetings and the AHTA Annual Report
- Organise and schedule regular divisional activities
- Oversee the divisional meetings and assist with funding allocation and records
- Communicate with the AHTA office regarding Divisional funds and provide information to assist with the preparation of the AHTA annual budget as required
- Act as local advocate for the AHTA

Authority

The Subcommittee has authority to make decisions and take action within the scope of its strategic objectives, and annual budget.

Membership

The total number of Subcommittee members shall be decided by the Chair

The States & Territories Affairs Officer will be the Chair

The Committee will comprise:

- The AHTA States & Territories Affairs Officer
- Any number of Accredited Hand Therapist’s or Associates who will act as Divisional Coordinators within their home state or territory
- AHTA Executive Support Manager - Strategy

Selection Process and Criteria for re-appointment:

- Members are appointed by States and Territories Affairs Officer
- Terms: 2 year terms

Meetings and Forums

The committee will meet as required, meetings will be held via Teleconference.

Reporting

The committee will report to the Management Committee at its bi-monthly teleconference, through a written report, prepared by the Chair, and attendance by the Chair.

The Committee will report to AHTA membership via monthly e-news (as required), quarterly Newsletter and Annual Report.

Review

The Management Committee may review the composition of the committee from time to time and may make
changes where applicable in order to ensure the committee is meeting the needs of the Association.

**Code of Conduct**

All members and attendees of committee meetings will be required to sign and return the AHTA Code of Conduct attesting to the fact that the member or attendee has read and accepts all the conditions contained therein.

**Confidentiality**

In general, meeting minutes will be treated as confidential and not disclosed to outside parties. If members or attendees are unsure about the confidentiality status of a particular information or data disclosed to them, the Chair should be asked to clarify the position.

**Quorum and Attendance**

A quorum will be considered to exist when 50% plus one of the members are in attendance either in person or via electronic means. If a member is absent for more than 2 consecutive meetings, or attends less than 50% of meetings in any one year, then they will be asked to step down unless exceptional circumstances are communicated to the Chair.

**Membership responsibilities**

The committee will endeavor to operate on a consensus decision-making basis where possible and appropriate. All members hold one vote each.

**Remuneration**

CPD hours as per guidelines.