



**WASTE MANAGEMENT
ASSOCIATION
OF AUSTRALIA**

WMAA POLICY FOR MEMBERS REPRESENTING WMAA ON COMMITTEES

The purpose of this policy is to clarify procedures for selecting WMAA representation to external Boards, committees, working groups etc. and the responsibilities of those representatives once selected.

All members on a committee who are representing WMAA must be cognizant of the fact that they are representing all of the membership and not their own personal or company position.

From time to time WMAA is offered a seat on various government committees. This can occur in several ways:

- The National Office/CEO is approached and asked to nominate a suitable representative/s for a **national** committee.
- The National Office/CEO is approached and asked to nominate a suitable representative/s for a **state** based committee.
- The State Branch President is approached and asked to nominate a suitable representative/s from the branch membership.
- A WMAA member is approached individually by government or other party to represent the Association on a particular committee.
- A Working Group, Division or Technical Committee is approached and asked to nominate a suitable representative/s from its membership
- The Board may identify an opportunity to seek representation

This policy outlines how each of these approaches will be handled.

1. National Office/CEO receives a request for a representative/s for a National Committee .

The CEO will invite expressions of interest from all members nationally. The Board or a subcommittee of the Board will select.

2. State Branch President receives a request for a representative/s for a State based Committee.

The State Branch President will invite expressions of interest from the whole State Branch, Branch committee, or state working group depending on nature and subject matter to be dealt with by the proposed committee and the existence of a state working group on the subject matter. National Office will circulate expressions of interest to the most recent database of financial members in that state, or State Branch secretariat may do this, after obtaining the up to date database from National Office. A written confirmation of all State Committee representatives must be forwarded to National Office for the Association's records. The State Branch Committee or Working Group chair will select the most suitable candidate.

3. National Office/CEO receives a request for a representative/s for a State based Committee

The CEO will first advise the relevant State President and then expressions of interest will be invited from state members as per Item 2. The State Branch Committee or Working Group will select the most suitable candidate.

4. An Individual/s is approached by Government to sit on a committee and represent the WMAA.

The requesting body to be advised that a transparent process of selection for a committee is required under the WMAA rules. A member with particular expertise can be approached to nominate but expressions of interest must be called to all other members. In the event that the committee request is for a particular specialist interest the nominations can be limited to members of the specific WMAA working group or Division members relating to that topic. In this case the most suitable candidate can be selected by the Working Group, Division or sub-committee of the board depending on the circumstance.

5. A Working Group, Division or Technical Committee receives a request for a representative/s for a particular Committee.

The Chair of the Working Group, Division or Technical Committee will invite expressions of interest from all of their members. National Office will circulate expressions of interest to the most recent database of financial members in that group. A written confirmation of all Committee representatives must be forwarded to National Office for the Association's records. The Working Group, Division or Technical Committee Chair or Executive Committee will select the most suitable candidate.

GENERAL PRINCIPLES

Both individual and corporate financial members can/may represent WMAA on committees. No significant decisions or agreements can be made purporting to represent the WMAA view until all members have been consulted.

A majority view can be expressed following this consultation, however, details of any dissenting views must be put forward in writing to the committee.

A summary report of the nature of business discussed at the committee meeting and any outcomes must be circulated to National Office or State Branch Secretariat, whichever is relevant, for circulation to the broader membership. This information to be provided on a reporting template to be provided by National Office.

A register is to be kept at National Office containing details of all committees on which WMAA is represented by a volunteer member.