HCCA **ENDORSEMENT PROCESS**

ORGANISATION PROVIDES HCCA WITH THE DETAILS OF THE COMMITTEE

This includes: the Terms of Reference, the meeting detail (including time, date and venue), the names and contact details for the chair and secretariat, and any other information which will give background and insight into the work of this committee.

HCCA ADVERTISES THIS OPPORTUNITY TO OUR MEMBERS, THROUGH OUR NEWSLETTERS AND WEBSITE

Nominees may type or hand write their nomination, or they may call the office and dictate their nomination to a staff member who completes the form on their behalf. We usually open nominations for 2-4 weeks.

FROM **OPPORTUNITY TO ENDORSEMENT:**

How HCCA Consumer **Represenatives** are **Endorsed for Opportunities**

HCCA COLLECTS THE NOMINATIONS. IN MOST CASES PROVIDES THEM TO OUR CONSUMER PARTICIPATION COMMITTEE WHICH USUALLY MEETS ONCE A MONTH

If there are no nominees, the Executive Director may directly approach a members, appoint a staff members or may decide not to fill the role, in accordance with our policies & procedures.

THE CONSUMER PARTICIATION COMMITTEE MAKES A DECISION AS TO WHICH NOMINEE IS THE BEST FIT FOR THE ROLE ACCORDING TO OUR SELECTION CRITERIA AND THE COMMITTEE **INFORMATION, AND PROVIDING THERE IS A SUITABLE CANDIDATE ENDORSES THAT PERSON FOR THE ROLE.**

If it is strategic appointment, the endorsement is made by the **Executive Committee.**



HCCA ADVISES THE COMMITTEE CHAIR AND SECRETARIAT OF THE ENDORSED **CONSUMER REPRESENTATIVE IS AND PROVIDES THEIR CONTACT DETAILS. HCCA ADVISES ALL NOMINEES OF THE OUTCOME.**

The committee organises an induction for the successful nominee and completes all required paperwork with them.