



4. Appendix A - Committee Nomination Application

Ensure all questions are answered and supporting documentation is provided with this application where requested. Submit a separate application for each Committee, Subcommittee or Work Group being applied for.

I am applying to participate and represent AIRAH on the following Committee, Subcommittee or Work Group : _____.

My Contact Details

NAME:
COMPANY:
POSITION:
POSTAL ADDRESS:

TELEPHONE
MOBILE:
EMAIL:

Please indicate the type of **AIRAH membership** that you have:

Please state your competencies and qualifications to meet the specified Role Requirements and provide supporting documentation.

Note: Role Requirements are available from the AIRAH Committees Officer.

Please state your reasons for nominating for membership of this group.

I certify that all of the information on this application is true and accurate.

Name:

Date:

Signed (applicant):

Please return this signed form to the AIRAH Technical Manager vince@airah.org.au



5. Appendix B - AIRAH Terms of Appointment

Terms of Appointment

I agree to the following terms when representing AIRAH on the following Committee, Subcommittee or Work Group: “ _____ ”

I understand that I must have demonstrable knowledge and competencies in the specific topic area.

I understand that I must represent the views of AIRAH members and act in accordance with the AIRAH Code of Ethics.

I understand that I must comply with the committee/workgroup terms of reference.

I understand that I must comply with all third party conduct and behaviour requirements.

I understand that there is an expectation that I must attend Group meetings, that may be interstate, and the cost of attendance at these meetings is met by either my employer (if applicable) or myself.

I agree to notify AIRAH of any change in my status, including change of employment, role, or contact details.

I have read and agree to abide by the *confidentiality agreement*.

I agree that any material that I author, either individually or with others, in connection with work performed as a an AIRAH representative is, to the extent that I retain any rights in copyright in such material authored by me, considered to be works made for hire for AIRAH.

Disclosure of name and company:

I agree to allow AIRAH to disclose my name (and company) as the representative of AIRAH on this Group

Signed: **Date:**

Please return this signed form to the AIRAH Technical Manager vince@airah.org.au



6. Appendix C - Confidentiality Agreement

1. I agree at all times during the term of my appointment to;
 - a) hold in strictest confidence, and not to use or disclose to any person, organisation or firm, without written authorisation from AIRAH:
 - i) Confidential Information of AIRAH.
 - ii) Confidential Information of other members of the Group or any related or associated organisation.
 - b) use Confidential Information solely for the purpose of performing my duties under the terms of appointment to the Group(s); and
2. I must not at any time, without the consent in writing from AIRAH, copy or take extracts from any Confidential Information or remove any Confidential Information from AIRAH or third party premises.
3. I warrant and covenant that:
 - a) I will not, from any source, transmit Confidential Information via the Internet or any other means of communications either electronically, verbally or written without permission from AIRAH;
 - b) I will not, either during or after my appointment disclose any Confidential Information to any person, organisation or third party unless required to do so by AIRAH or by law;
 - c) I will not make use of any Confidential Information to gain directly or indirectly any improper advantage to myself, my company or to any other person;
 - d) I will not make use of Confidential Information to disadvantage AIRAH, its members or any other person; and
 - e) My obligations of confidentiality owed to AIRAH continue for three (3) years after my appointment to the Group(s) has ceased, except in respect of information that is part of my stock of general skill and knowledge.
4. I may share confidential information with a third party as part of my role as a member of a Group provided I meet points 3 c) and d). Any confidential information shared with a third party must retain all references to the confidential nature of that information;
5. If I am made a representative on (or participate in) a committee, working group or any other group based on my membership of the Committee Subcommittee or Work Group, any confidential information I obtain through this representation is also subject to this confidentiality agreement except where any part of this agreement conflicts with the confidentiality conditions of that group.
6. I understand that if I disclose Confidential Information – except as per item 4) – my nomination to the Group may be suspended while it is reviewed by AIRAH. While under suspension I will be removed from the distribution lists and any other communications to that group. Following the AIRAH review I may be reinstated, removed or subject to other measures as deemed appropriate.

Declaration:

I _____ hereby agree to unconditionally agree to abide by the terms and conditions of this confidentiality agreement.

Signature:

Date:



Please return this signed form to the AIRAH Technical Manager vince@airah.org.au

7. Appendix D - Application process checklist

The following is a checklist of the steps in the nomination process:

- Request for participation received from third party organisation (Org: _____)
- AIRAH management agree that the institute should be represented (Y/N)
- AIRAH nominate representative directly (Y/N)
- Announcement/Request for self nominations in AIRAH comms (Date: _____)
- Applications received (Date close: _____)
- Applications compiled (Number: _____)
- AIRAH management review applications, nominee selected (Nominee: _____)
- Applicants informed of outcomes (Date: _____)
- Nomination made to third party organisation (Date: _____)
- Nominee managed by AIRAH committee officer (Reporting: Y/N; 12 month review)

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