


Representing AIDA

1. Representation of AIDA occurs when an AIDA member or employee is delegated as a representative to speak, act, present, attend or observe on behalf of the organisation at forums such as:
 - 1.1 Committees
 - 1.2 Councils
 - 1.3 Task Forces
 - 1.4 Working Groups
 - 1.5 Advisory Groups
 - 1.6 Reference Groups
 - 1.7 External Boards
 - 1.8 External events, such as Conferences/Symposiums
2. AIDA representatives can receive appropriate support from AIDA including:
 - 2.1 Administrative and Policy support, including briefings and assistance with speech and presentation preparation.
 - 2.2 Travel, accommodation and meal allowance co-ordination and costs (Refer to 10 below).
3. A copy of AIDA's 'Representing AIDA Fact Sheet' is provided to AIDA representatives before they participate in the representative role.
4. Where appropriate, the requesting body will provide funding support for the representative to attend the representation activity.
5. Representatives of AIDA must clearly indicate they are representing AIDA where there may be confusion about multiple organisational commitments.
6. Members and employees seeking approval to represent AIDA must demonstrate an understanding of and commitment to the following AIDA representative criteria:
 - 6.1 Undertake AIDA representative activities in the best interest of AIDA
 - 6.2 Represent AIDA in a way that is consistent with the AIDA Constitution, Strategic Plan, current Board decisions and AIDA's policies and procedures.
 - 6.3 Conduct themselves in way that is consistent with the AIDA Values and Code of Conduct
7. Representatives may be requested to submit speeches, presentations and other representative material to the Secretariat before the representative activity takes place.
8. Representatives are to provide relevant feedback to the Secretariat on the activity, including outcomes and recommendations. This may be carried out through a mode of feedback that is agreed by the representative and the CEO.

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9. Upon receipt of feedback at the Secretariat in relation to a representation activity, the Secretariat staff member responsible for Co-ordination of the representation activity (Task Co-ordinator) will file the feedback on the relevant hard copy and electronic file.
 10. Representatives may apply for reimbursement of reasonable out-of-pocket expenses (Refer to Policy and Procedure on Reimbursement for Out-of-Pocket Expenses) by forwarding supporting documentation such as receipts and invoices to AIDA's Finance Officer for approval and processing.

11. Linked Policies & Procedures:

- 11.1 Travel, Accommodation and Meal Allowances
- 11.2 Reimbursement for Out of Pocket Expenses
- 11.3 Media
- 11.4 Delegation
- 11.5 Financial Delegation
- 11.6 Conflict of Interest

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Signed by President: _____ Date: 20th November 2010

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