



1st and 2nd Representative Australian Day Surgery Nurses Association Role

Travel costs explained

Travel expenses for the 1st Representative will be covered by ADSNA.

The 2nd ADSNA Representative travel expenses will be covered by DSNA SA

Reasonable expenses will be reimbursed for travel requirements and other expenses properly incurred by them in attending and returning from ADSNA meeting with the following guidelines:

- Airfares to be economy at cheapest price available at time of booking
- Petrol allowance if representative drives to meeting
- Accommodation costs as organised by host state
- Second night accommodation is covered if flights are not available on the same day
- Reasonable meal costs will be covered with receipts
- Total of \$50 is available for incidentals without receipt to Cover costs such as airport car parking
- Taxi/transport costs to and from meeting room and accommodation may be reimbursed upon submission of an expense claim with receipts

Criteria

- Must be a financial member of the association
- Must have been a committee member for minimum of 12 months
- Will be directly responsible to the members of the association
- Will be nominated by the committee as the 1st Representative for a term of 2 years
- Be prepared to accept additional duties and /or role on the National committee
- Has experience or an interest in the care of Day Surgery patients
- Requires sound computer skills with easy access to computer and email
- Be prepared to travel to fulfil responsibilities
- Be committed to attend the ADSNA National meetings four times a year
- 1st ADSNA Representative will act as the first and official voting representative
- The 2nd Representative must be a Committee Member and have demonstrated their ability to represent the DSNA SA
- The 2nd Representative must be prepared to act in 1st rep role as proxy if 1st rep absent.
- Ideally a 3rd committee member is willing to act as a proxy

Responsibilities 1st Representative

- Prepare and present reports relevant to allocated ADSNA Portfolio
- Prepare and/or collate the following state information to email to the Secretary prior to each meeting and when requested:
 - State President's report
 - Membership data base for journal mail out or distribution of E- Newsletter
 - Journal /article report
- Acts as a spokesperson for DSNA SA to ADSNA
- Represent DSNA SA when necessary for issues requiring a vote
- Prepare a summary report to present to DSNA SA Committee
- Liaise with DSNA SA Publications Portfolio Officer to assist where required with DSNA SA's contributions for journal or E-Newsletter
- Present a summary report from ADSNA meetings to the SA committee
- Present to the AGM a report of ADSNA activities and business that have significantly affected the affairs of the Association

Responsibilities 2nd Representative

- Act as a spokesperson for DSNA SA to ADNSA if required
- Represent DSNA SA when necessary for issues requiring a vote
- Support the 1st Representative in their role
- Fulfil responsibilities of portfolio role if taking on a role on the national committee

Activities

- Review the minutes from the general and Annual General Meeting (AGM) before and after each meeting attended to actively participate in purposeful discussions and complete delegated actions arising from the meetings
- Actively engage with national committee members at the meetings
- Participate in regular correspondence via email or telephone when required to achieve national committee business
- Participate in any subcommittee that the national committee may require further representation or involvement in
- May be required to participate in planning of a National Conference
- May be required to participate in a review of the Best Practice Guidelines for Ambulatory Surgery
- May be required to review documentation relevant to National committee business
- Will be required to travel to other states according to the annual planning calendar of the ADSNA committee