

# HEALTH CONSUMERS' COUNCIL

## Appointment to National Committees: References for HCC Members

### Background

One of the key activities of the Health Consumers' Council is the recruiting, training and support of consumer representatives. The Council supports a large number of consumer representatives on local and state committees.

The peak national body for Health Consumers Council (WA) is Consumer Health Forum. When CHF advertises for consumer representatives to participate in national committees, workshops, conferences etc, one of the requirements is a letter of support/reference from the state-based health consumer organisation.

### Policy Statement

In order to ensure consistency and fairness in the provision of letter of support reference a set of criteria of relevant characteristics has been developed. When providing a reference Health Consumers' Council will include comment on the following criteria:

1. Previous experience
2. Ability to follow due process
3. Ability to work as a team
4. Preparedness for meetings
5. Attendance at meetings
6. Reporting to nominating organisation
7. Consultation with nominating organisation
8. Special achievements (only to be included if relevant)
9. Participated in Health Consumers' Council training

Where Health Consumers' Council does not have sufficient information on an individual criterion it will note this in the reference, with the exception of Special Achievements.

**Adopted: July 2004**

**Reviewed: September 2008**

**Review: 2011**

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