

Position Description

Position number:	PN239	Last reviewed:	May 2025
Designation:	Member Appointments Coordinator		
Classification:	Full time	Salary band:	Band 4
Business area:	Directors and Council		
Reports to:	Company Secretary		
Key stakeholders:	Directors, AMC Members, AMC committees and their supporting staff, CEO and executive management, key external stakeholders		

Organisational purpose

The AMC's purpose is to ensure that the standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

AMC values

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| <ul style="list-style-type: none"> • Integrity • Cultural safety and cultural competence | <ul style="list-style-type: none"> • Collaboration • Openness and accountability | <ul style="list-style-type: none"> • Striving for excellence • Innovation |
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AMC commitment to cultural safety, diversity, and inclusion in the workplace

The AMC aims for a diverse workforce to reflect the Australian community we serve. We believe diversity improves ideas and results in better outcomes and our employment policies reflect our commitment to diversity and inclusion.

The AMC is committed to a working environment that is inclusive and culturally safe for all. The AMC works closely with a number of Aboriginal and/or Torres Strait Islander and Māori stakeholders. It is a requirement that staff must ensure a working environment that is inclusive and culturally safe at all times.

All AMC staff are required to participate in ongoing cultural safety training.

To ensure we meet our strategic goal of ensuring culturally safe practice to improve health outcomes, the AMC understands that we require Aboriginal and/or Torres Strait Islander and Māori Peoples in our workforce. **The AMC encourages applications from Aboriginal and/or Torres Strait Islander and Māori Peoples for all roles advertised.**

Business area purpose

The Directors and Council team manages the AMC's governance and corporate compliance functions, including those of the AMC Members, Board, Finance, Audit, and Risk Management Committee, and Investment Reserves Advisory Committee.

Position purpose

The Member Appointments Coordinator is responsible for managing and facilitating all aspects of the appointment process for members of the AMC and its Committees. They will ensure timely, transparent, and compliant appointments by coordinating communications, vetting procedures, documentation, and approvals in alignment with organisational and legal requirements.

The Coordinator is also responsible for planning, coordinating, and executing the program for council meetings and related events, ensuring that meetings are effective and conducted in accordance with established protocols.

Position Responsibilities

Member appointments

Manage the end-to-end process for member appointments:

- Coordinate with internal stakeholders and leadership to identify vacancies and define appointment criteria
- Maintain connections with stakeholder organisations and other sources for prospective members
- Establish processes to provide a consistent approach to member appointments across the AMC
- Develop and maintain appointment timelines, tracking systems, and status reports to ensure timely appointments and reappointments
- Establish Selection Panels, schedule interviews and record interview outcomes
- Prepare and process all required documentation related to appointments, including nomination forms, background checks, and recommendations
- Ensure compliance with relevant regulations, policies, and procedures related to appointments
- Maintain accurate records of membership, term limits, and historical data, including a searchable database of skills, experience and diversity, potential conflicts of interest, and activities, including Cultural Safety Training
- Maintain a database of potential committee members and respond to ad hoc enquiries
- Facilitate Member onboarding
- Facilitate retiring Member correspondence and, if appropriate, recognition plaques, as well as other recognition as appropriate during their tenure (i.e., Award nominations).

Council Meetings

Coordinate and execute the program for council meetings and related events:

- Develop and implement a comprehensive event plan for council meetings, including timelines and budgets
- Communicate with internal and external stakeholders throughout the planning process
- Coordinate logistics for all aspects of the meeting, such as venue selection, catering, audiovisual needs, and transportation
- Ensure the smooth operation of meetings, including setup, registration, and technical support, and serve as the main point of contact during meetings. This may include interstate travel.
- Assist in the preparation of meeting agendas, presentations, materials, and minutes
- Evaluate the success of events and provide reports with recommendations for future improvements
- Develop and manage the event budget, ensuring all expenditures are tracked and within allocated limits
- Ensure adherence to policies and processes, including records management.

Other

- Assist in other areas of governance work as required.

Key Selection CriteriaExperience/knowledge

- Demonstrated experience in administrative coordination, stakeholder relations, and/or committee support
- Experience in coordinating meetings and/or events
- Knowledge of administrative procedures and office protocols, including confidentiality, document control, and records management
- Proficiency in Microsoft Office Suite, online meeting tools, document management systems, and task-based systems (i.e., Monday.com)

Skills

- Outstanding written and verbal communication skills
- Accuracy and attention to detail
- Ability to manage multiple tasks and projects and meet deadlines
- Strong interpersonal skills and enthusiasm to work collaboratively with internal and external stakeholders

Desirable attributes

- Experience with appointment or nomination processes within government or advisory bodies
- Knowledge of the Australian healthcare system, medical education and regulation
- Familiarity with not-for-profit governance structures.