

# TERMS OF REFERENCE

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## ASMOF NSW WOMEN'S WORKING GROUP

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### 1. TITLE

Women's Working Group (WWG)

### 2. PURPOSE

To advance the interests and careers of women in the medical workforce through education of entitlements, advocacy, research and consultation in respect to relevant industrial issues.

### 3. OBJECTIVES

- Maintain the Women's Working Group (WWG)
- Facilitate liaison between the WWG, industrial organisations and the Ministry of Health
- Review and identify barriers to the advancement of women in the medical workforce contained in industrial Awards, Policies and Determinations and where appropriate, collectivise to amend the relevant industrial instrument
- Advance the interests of women in the medical workforce through education and advocacy
- Undertake research, surveying and collection of data in respect to industrial issues affecting women in the workforce
- Advise the ASMOF State Council on any industrial issues arising out of the WWG's implementation of initiatives, research and advocacy
- Monitor and highlight as necessary for the Executive's consideration any existing or proposed policy or procedure that has industrial and employment implications for the organisation
- Facilitate networking and mentoring between women in the medical workforce
- Consultation and negotiation of industrial issues in the workplace
- Promotion and maintenance of positive industrial relations in the workplace
- Ensure discussion of issues remains solution focused
- Establish consultative subcommittees

### 4. MEMBERSHIP

#### 4.1 Composition

##### **ASMOF (3):**

- Industrial Officer x 2
- Policy Officer

##### **Delegates (?)**

## **5. FREQUENCY OF MEETINGS**

5.1 Meetings will occur as a minimum monthly, with duration of approximately 1-2 hours

5.2 Meetings will be held in the Boardroom of ASMOF office suite 48.

5.3 Any party may request a special meeting where circumstances so warrant, by notifying ASMOF of the request within 14 days. The parties must mutually agree to convene a special meeting.

## **6. REPORTING COMMITTEES**

The Sub Committees reports to the WWG.

## **7. METHOD OF EVALUATION**

Key Performance Indicator's for the WWG include:

10.1 Number of issues tabled for consultation

10.2 Issues dealt with within twelve months of being tabled

10.3 Percentage of attendance is greater than or equal to 75%

Evaluation will be performed by the WWG annually.

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