

ANAPHI Roles Document

There are six roles within the ANAPHI. This document outlines the responsibilities and expectations of these roles. The roles are as follows:

1. Host Organisation
2. Chair of ANAPHI
3. Secretariat to the ANAPHI
4. Executive of the ANAPHI
5. General Membership of the ANAPHI

Host organisation

- employs secretariat
- supports the individual who assumes the position of chair
- provides financial and administrative assistance for the secretariat and the chair

The School of Public Health in La Trobe University (Victoria) is currently the hosting organisation for the ANAPHI.

Chair

- chairs/convenes meetings (executive, full membership and special workshops/seminars)
- spokesperson for ANAPHI on agreed positions
- first point of contact for the Australian Government Dept of Health and Aging (DoHA)

Chair is currently Professor Vivian Lin

Secretariat – the secretariat will work at the direction of the chair and the executive to do the following:

- coordinates ANAPHI projects
- assists with communication within and between the ANAPHI membership network, including monthly membership e-mail newsletter
- provides preparation support for policy submission
- develops and maintains the ANAPHI website
- prepares ANAPHI reports
- provides support for meetings for the ANAPHI (executive, full membership and special workshops/seminars), including timely distribution of minutes
- develops and maintains budget for ANAPHI

Secretariat is currently Ms Penelope Bisset

ANAPHI Executive - consisting of a representative from each state. The ANAPHI executive is expected to:

- attend 6-weekly executive teleconference meetings
- attend bi-annual face to face meetings
- report on developments and key issues for institutions within their state as well as key public health developments in their home jurisdiction
- chair ANAPHI working groups as needed
- take a lead in championing some of the agendas of the ANAPHI within their organisation and beyond
- reflect the issues within their states and liaise with other institutions within their state

Note – In the case of an executive member being unable to take part in a meeting a proxy may stand in. This proxy must be an ANAPHI member or eligible to be one and also part of the institution of which the executive member is a part of.

The current membership of the executive is as follows: Stephanie Short (QLD), Judith Finn (WA), Anne Johnson (SA), Vivian Lin (VIC), and Rosemary Knight (NSW). Acting as ex officio observers are Angela McKinnon and David Dumbrell (DoHA). The Centres are to be co-opted into the executive on a needs basis.

ANAPHI Membership – membership is extended to all Australian academic institutions involved in public health education and research. All organisations who are current members of the ANAPHI must provide at a minimum one contact individual to represent themselves. They are expected to:

- attend bi-annual face to face meetings
- contribute, discuss and approve any items put forward by the ANAPHI executive and chair
- nominate representatives to working groups as these are established
- share information with members and contribute to the achievement of agreed ANAPHI goals
- pay annual subscription fee

The ANAPHI current membership is made up of 19 academic institutions. They are as follows:

- *Australian National University*
- *Curtin University of Technology*
- *Deakin University*
- *Edith Cowan University*
- *Flinders University*
- *Griffith University*
- *James Cook University*
- *La Trobe University*
- *Menzies School of Health Research*
- *Monash University*
- *The Queensland Institute of Medical Research*
- *Queensland University of Technology*
- *University of Adelaide*
- *The University of Melbourne*
- *University of Sydney*
- *University of New South Wales*
- *University of Newcastle*
- *University of Queensland*
- *University of Western Australia*

Links to other bodies

ANAPHI has a special relationship with the Australian Government Department of Health and Aging (DoHA) through the Public Health Education and Research Program (PHERP) and funding support for the secretariat. Representatives of DoHA participate as observers in an ex officio capacity.

The current DoHA staff members involved with the ANAPHI is David Dumbrell and Angela McKinnon.

ANAPHI aims to develop ongoing collaborative relationships with other key non-government and professional organisations with simpatico mission. These links may include joint working groups, shared meetings and conferences, and cooperation in policy submissions.