

FACT SHEET: NPAQ Branch Secretary

Classification	Voluntary part-time position, activities to be conducted outside of normal employment role.
Promote NPAQ	<ul style="list-style-type: none"> • Brochures / posters in staff areas / noticeboards / information boards / carparks, fences etc • Seek approval eg Lunch room once a week, induction / annual training • Team events • NPAQ led gatherings / workshops / training
Support Members	<ul style="list-style-type: none"> • First point of contact to assist member to collate all necessary information for cases requiring support eg policies, timelines, evidence. • Need to consider the options around attending meetings as the support person • Member Support Form – all cases to be in writing • Pre-existing Cases – triaged for support provided, not covered under membership, however access to legal at NPAQ rates may be available • Coordinate member support to NPAQ / Legal Support. • Be an ear, a shoulder, an advocate or a debater
Enterprise Agreements / Employment Contracts	<ul style="list-style-type: none"> • Coordinate feedback from members for claims • Take seat at EB negotiations
Professional Indemnity Insurance – who is covered? (taken from our PII policy)	"The professional services provided as an Eligible Member which is limited to Nursing and ancillary or related services, Physiotherapist, Podiatrists, Psychologist, Registered Nurses, Enrolled Nurses, Paramedics, Ambulance Officers, Care Workers, Assistants in Nursing, Dental Nurses, Orderlies, Administrators & Pharmacists. Alternative or Natural Therapy including Acupuncture, Aromatherapy, Naturopathy, Massage and Reflexology, recognised by the Association (NPAA) including Training and Education and Voluntary Work in the Insured Professional Service"
Training	<ul style="list-style-type: none"> • It is important you understand just what NPAQ is about and what we offer. Our website has a wealth of information and it is important that you are familiar with it and can direct others to the site. • You will also be appointed a NPAA/NPAQ contact person as someone you can email or call if you have any questions.
Office premises	You are welcome to use the office premises in Brisbane for meetings.
Team events	Attend Team events (2 per year, one Christmas function and one mid year)
Role Management	<ul style="list-style-type: none"> • Workplace and colleague feedback • Resignation by volunteer, and request for replacement recommendation • Position reviewed annually – rolls over

Supporting legislation	<ul style="list-style-type: none"> • Ability to Act: contravenes s22 of the Human Rights Act 2019 which states every person has the right to freedom of association with others, including the right to form and join trade unions. The NPAQ is an unregistered trade union. • Discrimination against NPAQ: contravenes s7 of the <i>Anti-Discrimination Act 1991</i>. • Limiting NPAQ member's rights falls foul of the <i>Industrial Relations Act 2016</i>. Particularly the following provisions: <ul style="list-style-type: none"> s287 Coercion : member feels coerced s288 Undue influence or pressure : unduly influenced or pressured by someone s289 Misrepresentation : someone has misrepresented a members rights at work • Bargaining Agent and Representation at Employment Agreement negotiations : We are required to have our members complete an 'appointment' and Fair Work Australia has accepted the NPAQ procedure.
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