

ACAM Formal Submissions and Correspondence Policy

**POLICY NUMBER/
REFERENCE:** 21-250723

POLICY TITLE: ACAM Formal Submission and Correspondence Policy

POLICY STATEMENT:

This policy is designed to cover the event that a submission or correspondence on behalf of ACAM has a legitimised and recognised process. As board members and office holders the ACAM needs to know and appreciate all submissions and correspondence that is released in the organisation's name. This responsibility is not devolved to the association management, and when an office holder or president signature is required for the submission or correspondence to be deemed complete.

The sentiment and intent of this policy is to ensure that all those individuals who hold office within ACAM are aware of what their name and signature is being used for.

DEFINITIONS:

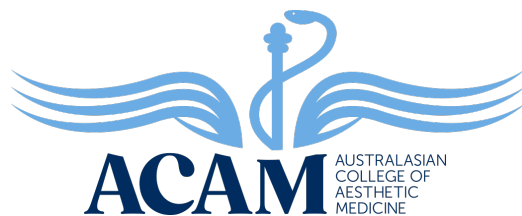
Submissions are defined as those documents created to provide a formal response from ACAM. This includes but is not limited to review of acts, guidelines and 'rules' that govern the mechanism of operation or are likely to impact on the operation of ACAM members medicine, protocols or practices or the safety of patients seeking aesthetic medicine treatments. Submissions may be provoked by any level of government (local, state, territory or federal) or governing bodies such as state or territory Medical Councils, APHRA or the Medical Board of Australia, but not limited to these bodies.

PROCEDURES:

All submissions are required to be acknowledged for completeness by the nominated ACAM office holder and signed or counter-signed by the elected President of ACAM.

The cut-off date for comments concerning any submission is 7 days from the due day of submission. Comments received after this date will not be considered, it is unfair to the working team to impinge on their time requesting last minute edits or changes. To this end all individuals involved in the submission are requested to attend to the submission at the earliest to ensure multiple revisions, if required, are attended to in a timely manner to meet the submission due date.

Clarification in writing (email is acceptable) that the President and the nominated office holder consider the submission or application complete is required before the submission or application is submitted.



If an office holder or president is not available the next appropriate office holder and Vice President will assume this responsibility. This email form's part association records for the submission and is to be filed with the submission in the association's record keeping. This enables any future queries to be easily found if required.

After this process is completed, then the submission is to be submitted to the relevant enquiry, body or association.

If sent via email an electronic receipt is to be requested so that ACAM is aware that its submission has been received by the body that it is submitting too. This is a double check system that the submission has been sent to the correct submitting address and received by those who are addressed in the correspondence.

The individual(s) responsible for the submission are to be informed of this receipt (this is not necessary the entire ACAM board) and the correspondence noted on the agenda for presentation at the next board meeting.

Correspondence

Correspondence is defined as any email, letter or note that is sent on behalf of ACAM, ACAM board in an official capacity. It does not include responses to membership enquires and the day-to-day management of ACAM. It does include any queries, responses, emails, letters and letter-like submission, declarations on behalf of ACAM (ACAM Board) and queries that relate to matters that the ACAM board would consider at board level. It includes, but is not limited to, any liaison with bodies such as the MBA, state and territory Medical Councils and other representative bodies.

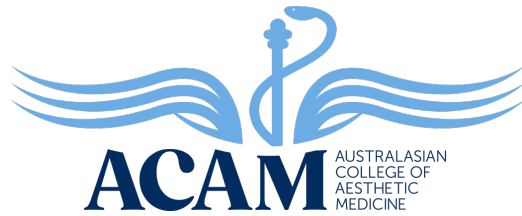
All correspondence is to be acknowledged for completeness and appropriateness by the nominated ACAM office holder and signed or counter-signed by the elected President of ACAM. If an office holder or President is not available, the next appropriate office holder and Vice President will assume this responsibility.

Clarification is required in writing (email is acceptable) that the President and the nominated office holder consider the correspondence appropriate. This email form's part association records for the correspondence and is to be filed with the correspondence in the association's record keeping.

After this process is completed, then the correspondence is to be submitted to the relevant enquiry, body or association by the appropriate means (in some cases this may require a receipted email and hard copy letter, registered with receipt).

If sent via email an electronic receipt is to be requested so that ACAM is aware that its submission has been received by the body that it is submitting too. This is a double check system that the submission has been sent to the correct submitting address and received by those who are addressed in the correspondence.

The individual(s) responsible for the submission are to be informed of this receipt (this is not necessary the entire ACAM board) and the correspondence noted on the agenda for presentation at the next board meeting.



AMENDMENTS/REVIEW:

‘Review or Amended by the Management Committee (23 July 2023)’
‘Endorsed by Management Committee (31 July 2023)’

RELATED DOCUMENTS

Glossary of Terminology

REFERENCES:

File: ACAM Policy and Procedural Manual/Policy Manual Complete/Updated Policies/ACAM Formal Submission and Correspondence Policy 21-250723

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