**Human Ethics Committees**

**Procedures for Nomination and Selection of Community Members**

**1. Recruitment**

a) Community Members other than Māori members

Applications will be sought by:

* Public announcement of vacancies by public notice in local newspapers, advertisements to include details about the skills and expertise sought and the role of the Human Ethics Committee. Groups likely to have the required skills and expertise amongst their membership will also be advised.

1. Māori Community Members

In addition to the above:

* Nominations from appropriate Māori groups, including iwi, marae-based groups in the region and regional Māori organisations may be sought.

c) Documentation required

Applicants/nominees will be requested to provide details of themselves, including relevant experience and reasons for applying, on an application form (attached) which should also be accompanied by a brief CV.

**2. Selection**

a) Community Members other than Māori members

(i) Short Listing

* Applicants/nominees will be short listed on the basis of the documentation supplied and according to pre-agreed criteria by a committee comprised of the following: Chairperson, two Members of the relevant Human Ethics Committee and Research Ethics Advisor.

(ii) Interviews

* Short listed applicants/nominees will be interviewed by a committee comprised of the following: Chairperson, two Members of the relevant Human Ethics Committee and Research Ethics Advisor.
* The decision will be made according to the pre-agreed criteria.

b) Māori community Members

* If more than one nomination is received, the Chair of the relevant Human Ethics Committee will consult with the Kaiwawao of the campus.

**3. Appointment**

The Chairperson of the committee will forward a recommendation for appointment of Community Member(s) to the Director, Research Ethics, who will forward the recommendation to the Vice-Chancellor.

**4. Endorsement**

Nominations need to be endorsed by the relevant organisation.

# Human Ethics Committee

**Application Form/Expertise Statement for Community Members**

**1. Title:**

*(Please tick one box)*

Dr 🞏 Mrs 🞏

Mr 🞏 Ms 🞏

**2. Full Name:**

**3. Iwi Affiliations (if any):**

**4. Address:**

**5. Telephone(s) & fax:**

**6. Email:**

**7. Academic & Professional Qualifications:**

**8. Current Employment:**

**Position:**

**Employer Name:**

**Region:**

**Date of Appointment:**

**9. Government or Private Sector Board Appointments held:**

**10. Ethics-related general experience:**

**Please describe any relevant experience:**

**11. Any other comments you wish to make in support of your application:**

**12. Conflict of Interest:**

**Do you have any activities/involvement which could present a conflict of interest situation:** Yes 🞏 No 🞏

**If yes, please describe and indicate how you would manage these:**

Signature of Applicant Date