

Copy checklist

Please ensure you have included the following elements in your advertisement copy.

✓	Element
	Organisation name
	Name of the committee/working/advisory group or activity
	Purpose of the committee/working/advisory group or activity
	Role of the consumer
	How many consumers you require
	Skills, interests or experience the consumer should have
	Where the committee or activity will take place
	Time commitment – including frequency of meetings/events and how long they will run
	Commencement date and anticipated term of appointment if fixed term (i.e. 12 months)
	Remuneration – including whether consumers will be paid, have their time reimbursed, other.
	Supporting information you require from consumers – e.g. resume, key selection criteria
	Documents you wish to upload to the website with the advertisement e.g. Terms of Reference, Position Description
	Instructions on how to apply
	Contact information of person handling applications
	Expiry date of advertisement (will be one month unless otherwise specified)
	Recommended word-count 250-350 words