

## Down Syndrome Advisory Network

### Recruitment and Selection Process



This information is written in an easy to read way. We use pictures to explain some ideas.

Some words are written in **bold**. We explain what these words mean.

This is an Easy Read version of another document. You can ask us for a copy of the other document.



You can ask for help to read this information.

A family member, friend or support person may be able to help you. Let us know if you need us to help you.



This information is about how we will choose members for the **Down Syndrome Advisory Network**. We sometimes call this the **DSAN**. This is a group of people with Down syndrome who give **advice** to Down Syndrome Australia. The advice is good information about what is important to people with Down syndrome.



## How will we choose DSAN members?

We will choose members through an **open recruitment process**. This means anyone can apply. They don't have to be invited. There is a form and information on how to apply. You can get help to apply.



The process for choosing members will be the same no matter where you live in Australia. This makes it fair for everyone.

State and Territory Down syndrome organisations will work with Down Syndrome Australia (DSA) to choose the DSAN members.



## Role of state & territory organisations and DSA

This says which organisations do which part of the process to choose DSAN members.

## Promotion

This is how we will advertise that people can apply to be DSAN members.



Down Syndrome Australia will write the information and make adverts and the **nomination form**. This is a form to fill in to say you would like to join the DSAN.



The information and nomination form will be in Plain English and Easy Read.

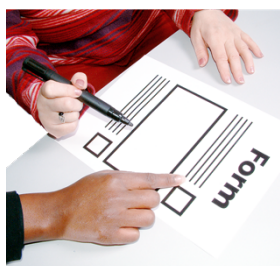
They will send out the information around Australia.



The state and territory Down syndrome organisations will also send out the adverts, information and forms. This will go out to members, by email, in newsletters, on social media such as Facebook and will go to other organisations and be in community media.



They will also make sure that people with Down syndrome, who they think might be interested, get the information.



If people need help to fill in their nomination form, Down syndrome organisation staff can help them.



### **Selection**

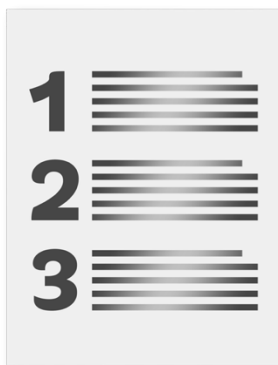
This is how we will choose the people to be on the DSAN.

The state and territory organisations will look at all the nomination forms.



They might ask some people to have a chat on the phone or in person to find out more about them.

They will be fair when they are choosing the people they think will be the best to go on the DSAN.



Each state or territory organisation will choose their top two people. They will send this information to Down Syndrome Australia.

The DSA Chief Executive Officer (CEO) will look at the information and choose the top people to be DSAN members. The DSA CEO will send a list of these people to the DSA Board Chairman to be approved.



We will contact everyone who sends in a form to thank them and let them know if they have been chosen.