

## TAS MANAGEMENT REPORT

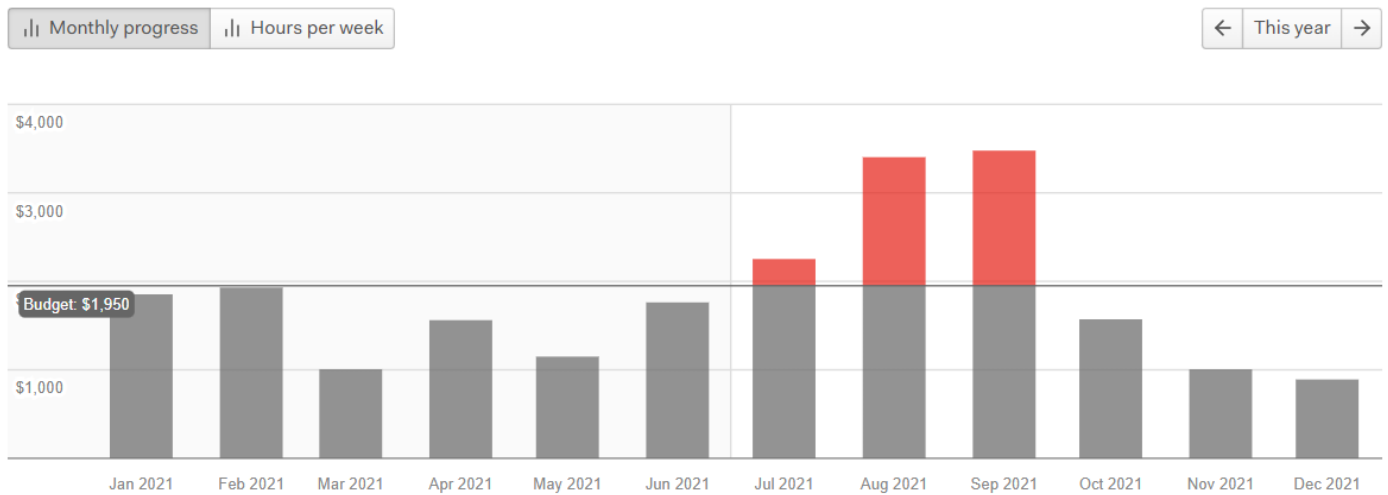
### December 2021 - January 2022

#### INFRASTRUCTURE

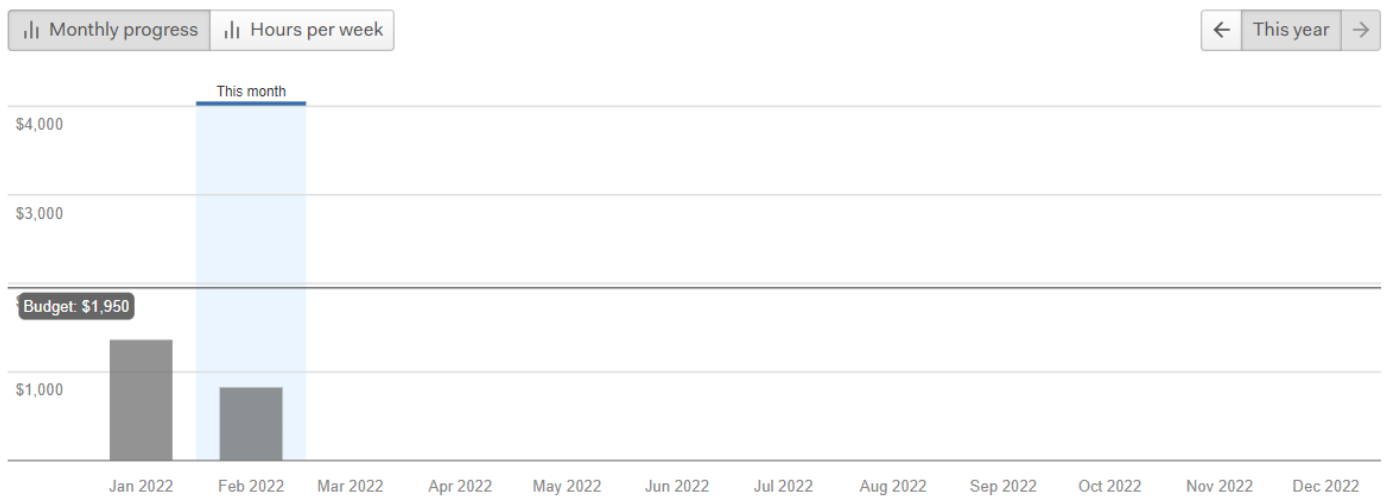
##### TAS Monthly Hours

The above shows the hours worked across the month against the maximum contracted hours for the organisation.

2021



2022



The TAS contract includes a minimum and maximum cap to allow the organisation to manage and budget for the secretariat expenses; hours worked over the maximum cap are credited to the organisation with the expectation that these are offset by quieter months that may not meet the maximum cap amount.

The primary focus for this month was:

- Finance Management – Bank reconciliation, EOM report and pay run prepared
- Governance tasks including submitting the 2021 Annual Information Statement (AIS) and collecting Tax File Numbers to the complete the ABN registration
- Organising and preparing Trauma Talk Summer 2021
- Liaising with Elsevier to update fees for Injury Online
- Correspondence sent

### Monthly Hours Breakdown

Activity	DEC	JAN
Communication (Inbox & phone)	2.84	5.78
Financial Management	2.32	5.04
Marketing & Comms	1.23	0.32
Meeting Management	0.32	1.09
Membership Management	1.26	0.76
Website Management & Marketing	0.50	0.25
Governance Support	0.44	0.10
Out of contract	NA	NA
<b>Total</b>	<b>8.91</b>	<b>13.63</b>

## COMMUNICATION

Emails and phones managed through the TAS infrastructure allow us to report on call and email volumes monthly. Emails received can be higher than emails sent as this includes all automated, marketing and spam emails.

*Phone Traffic – phone & email log currently down due to VPN issues working from home*

Calls	NUMBER
Inbound	TBC
Outbound	TBC
<b>TOTAL</b>	TBC

### Email Tracking Report

	NUMBER
<b>INBOUND MAIL</b>	TBC
<b>OUTBOUND MAIL</b>	TBC
<b>TOTAL</b>	TBC

## MEMBERSHIP MANAGEMENT

ATS membership renewal drive for FY2022-23 will commence around April/May. As 16 February 2022, ATS currently has **260** members. The breakdown is as follows:

CATEGORIES	NUMBER
ANZAST/ATS Combined Ordinary Membership	51

Associate Member	4
Hon Life Member	2
New International Member	2
New Ordinary – Institution	2
New Ordinary Member	44
New Student Member	7
Ordinary Member	147
Retired Member	1

The updated membership report is attached with meeting papers.

### *New Members*

- As per new ATS Constitution, new ATS members shall be formally approved at each board meeting. Please see table below.

Name	Membership Type	Expires	Joining Date
Ryan, Emily	New Ordinary Member	30/06/2022	06/12/2021
Mudalige, Vijitha	ANZAST Combined Ordinary Membership	30/06/2022	08/12/2021
Wong, Jason	ANZAST Combined Ordinary Membership	30/06/2022	08/12/2021
Seelamanthula, Venkata	ANZAST Combined Ordinary Membership	30/06/2022	20/12/2021
Mcconnell, Amanda	New Ordinary Member	30/06/2022	21/01/2022
Hitchcock, Claire	New Ordinary Member	30/06/2022	24/01/2022

### *Renewals*

- A renewal checklist for FY2022-23 will be prepared in April, with renewal reminders to commence May.

## FINANCIAL MANAGEMENT

TAS manages the organisation accounts payable on a fortnightly basis, seeking approval of the payment run from the ATS Treasurer, Sarah Adams prior to upload for authorisation in the bank account.

The January 2022 financial reports were sent to the ATS Treasurer on 2 February 2022.

### *Accounts Payable Schedule*

- Payment runs are completed fortnightly. Next pay run is on the 21 February 2022.

### *Accounts Receivable*

- Nothing to report.

### *Bank Administration*

- Nothing to report.

## EVENT MANAGEMENT

- Nothing to report.

## MEETING MANAGEMENT

The Our Cat Herder subscription was cancelled on 31 January 2022.

TAS manages the following for the ATS' meetings:

1. Scheduling of dates and venues/technology
2. Call for agenda items and papers
3. Follow up of reports
4. Preparation and finalisation of agenda and papers
5. Distribution of papers
6. Attendance and minute taking at meetings
7. Preparation of minutes within TAS Service Standards (3-7 days)
8. Updating ATS meeting action item list
9. Approval and distribution of minutes
10. Secure filing of minutes

### 2022 Meeting Schedule

The calendar invitations, meeting agendas, secretariat reports, financial reports are completed by TAS and tabled at each ATS Board meeting.

	DATE	LOCATION	STATUS
Meeting 1	21 February 2022	Zoom Teleconference	In Progress
Meeting 2	28 March 2022	Zoom Teleconference	Upcoming
Meeting 3	6 June 2022	Zoom Teleconference	Upcoming
Meeting 4	25 July 2022	Zoom Teleconference	Upcoming
Meeting 5	26 September - AGM / Board Meeting	Zoom Teleconference	Upcoming
Meeting 6	14 November 2022	Zoom Teleconference	Upcoming

## MARKETING, WEBSITE, PUBLICATIONS

### E-Communications

- The ATS *Trauma Talk* – Summer edition has been distributed and Autumn edition will be collated in March.
- The statistic in the below table demonstrates an improvement from the last edition of *Trauma Talk*

METRICS	STATISTICS
OPEN RATE	47.0%
OPENED	220
CLICK RATE	1.7%
CLICKED	8
BOUNCED	3
UNSUBSCRIBED	0

### Email Circulations

Trauma Grand Rounds - Tuesday, 1st February 2022

### Website

Membership page on ATS website was updated with further details for each membership type. The Members' Rights was also added to provide information on Constitutional guidelines and member responsibilities.

### *Publications*

Elsevier contract requested for sign off. Prorate rates for new members have been confirmed and added to 2021 invoice.

### *Social Media*

- This section is not within the existing scope of services.

## **GOVERNANCE**

ATS is now registered with ASIC.

All Board members require to get Director Identification Number (DIN) through the ATO. Non-Australian residents require a DIN as well.

Australian Directors will now be required to apply for a Director Identification Number from 1 November 2021, which they can do using a myGovID account. The timeframes on when a Director is required to apply vary on whether they are new or are already a Director – please see the summary table below. A Director will have one number that they will keep for life.

<b>Date you become a director</b>	<b>Date you must apply</b>
<b>On or before 31 October 2021</b>	By 30 November 2022
<b>Between 1 November 2021 and 4 April 2022</b>	Within 28 days of appointment
<b>From 5 April 2022</b>	Before appointment

For details on how to apply for a Director ID, please see here: <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>

The full article may be viewed on the TAS website here:

<https://www.theassociationspecialists.com.au/director-id-applications-open-november-2021-are-you-ready/>