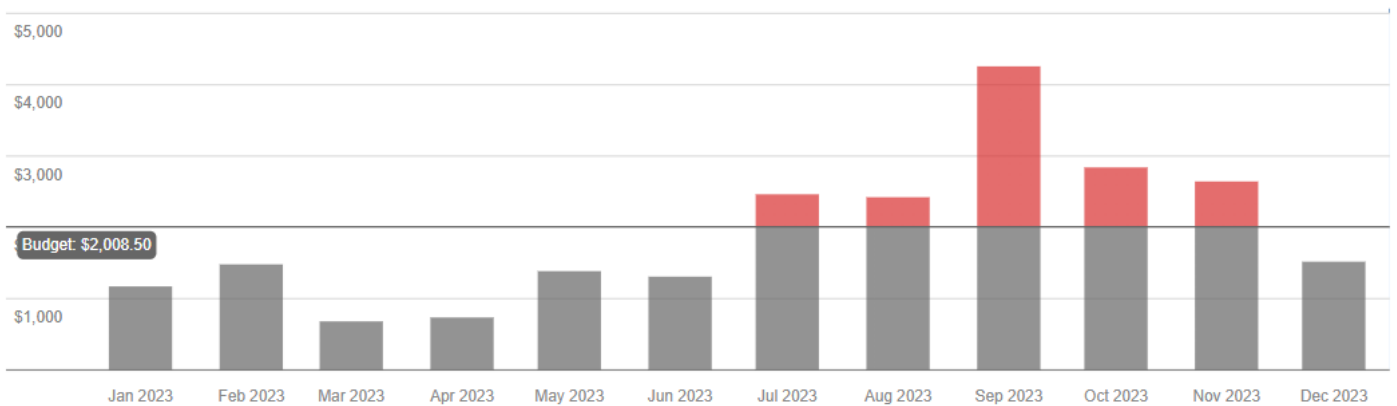


TAS MANAGEMENT REPORT – APRIL 2023

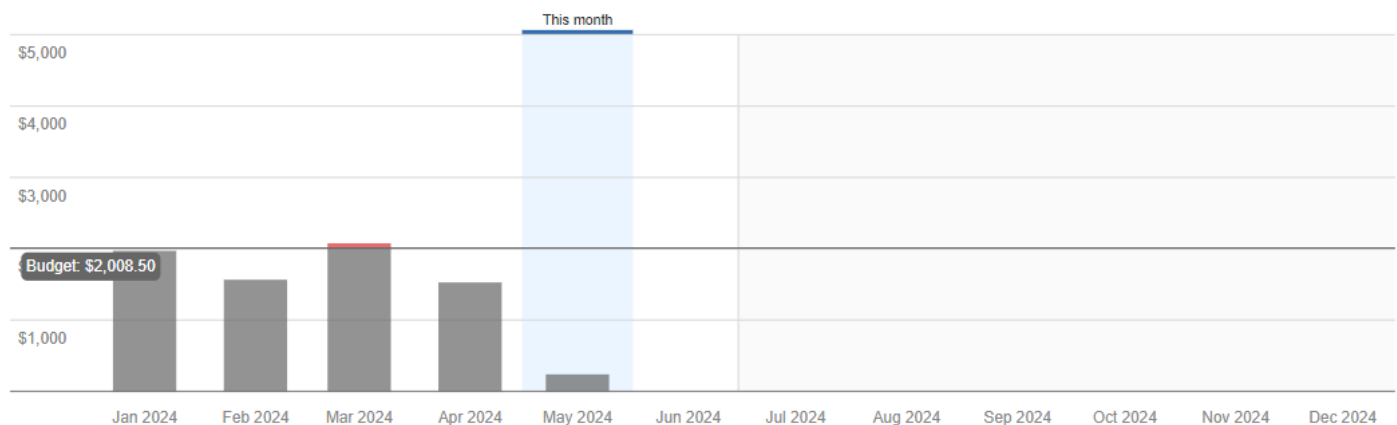
INFRASTRUCTURE

TAS Monthly Hours

2023:



2024:



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

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 focus for these months were:

- Communication
- Executive and BOD Meeting Management
- Finance – accounts payable, reporting, Treasurer queries, insurance renewal

- Membership Management – applications, renewals, queries, reporting, membership renewal plan, ANZAST joint members, data management
- Marketing – Trauma Talk, updating mailing lists, Elsevier invoicing investigations, cover for strategic plan

ACTIONS

- Awaiting advice on membership renewal plan

Monthly Hours Breakdown

CATEGORY	NOV	DEC	JAN	FEB	MAR	APR
Communication	6.18	3.44	3.01	2.09	3.78	3.69
Financial Management	5.83	6.12	7.11	4.92	9.81	6.91
Governance Support	0.26	-	1.07	-	-	-
Marketing & Communications	3.93	1.79	-	0.09	2.48	0.54
Meeting Management	5.95	0.30	0.11	5.78	1.59	0.52
Membership Management	2.35	1.86	5.94	1.11	2.10	2.26
Office Management & Infrastructure	1.10	1.24	1.90	1.21	0.40	0.91
Website Management	0.07	-	-	-	-	-
Award Management	-	-	-	-	-	-
TOTAL	25.67	14.75	19.14	15.20	20.16	14.83
Out of Contract	-	-	-	-	-	3.66*

* 22 April ad-hoc Board meeting preparation and attendance

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.

- Letter to affiliated organisations sent

TAS Phone Log

1 February – 30 April 2024

	NUMBER	TIME
INBOUND CALLS	8	00:03:23
OUTBOUND CALLS	2	00:01:00
TOTAL	10	00:04:23

MEMBERSHIP MANAGEMENT

- Membership queries are ongoing
- Failed memberships are followed up on a monthly basis

As of 1 May 2024, ANZTS currently has **226** members. Detailed information can be found in the membership report. The breakdown is as follows:

Membership type	Number of members
Complimentary Membership	3

Full Australian Membership	152
Full New Zealand Membership	18
Joint Australia Membership	39
Joint New Zealand Membership	5
Student Australia Membership	9
Grand Total	226

New Members

1 February – 30 April 2024

Name	Position	Organisation	State	Membership type
Cameron Hanford	LOCUM VMO	St George and Sutherland	NSW	Joint Australia Membership
Kate Trenoweth	Trauma Nurse Navigator & Paediatric Emergency Nurse	Queensland Children's Hospital	QLD	Full Australian Membership
Andrew Davidson		Queensland Ambulance Service	QLD	Full Australian Membership
Joanne Harding	Senior Lecturer	Massey University	WGN	Full New Zealand Membership
Margot Lodge	Geriatrician	Alfred Health	VIC	Full Australian Membership

Membership Renewals

- Membership renewal plan drafted and sent to Secretary and Treasurer for advice.

Expiring/Resigning Members

- Conor Jones – member cancelled on 9 April
- Mark Holland - member cancelled on 4 April
- Julia Hanrahan – payment failed – followed up and no response received to date
- Rebecca Brown – payment failed – followed up and no response received to date
- Katie Scott - payment failed – followed up and no response received to date

FINANCIAL MANAGEMENT

TAS manages the organisation accounts payable on a fortnightly basis, seeking approval of the payment run from the ANZTS Treasurer, Melissa Webb prior to upload for authorisation in the bank account. Payments are authorised by Francis Child (TAS Executive Chair) and Adil Ahmad (TAS Director of Finance)

The March 2024 report was sent to the ANZTS Treasurer on 15 April 2024.

Accounts Payable Schedule

8 January	22 January	5 February	19 February	4 March
18 March	1 April	15 April	29 April	13 May
27 May	10 June	24 June	8 July	22 July
5 August	19 August	2 September	16 September	30 September

14 October 23 December	28 October	11 November	25 November	9 December
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Accounts Receivable

- None

Bank Administration

- None

EVENT MANAGEMENT

Not in contract.

MEETING MANAGEMENT

TAS manages the following for the ANZTS' 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 Board meetings
7. Preparation of minutes within TAS Service Standards (3-7 days)
8. Updating ANZTS meeting action item list
9. Approval and distribution of minutes
10. Secure filing of minutes

2024 Meeting Management

The TAS staff is scheduled to attend the following meetings:

	DATE	LOCATION	STATUS
ANZTS Board & Strategy Meeting	28 February 2024	RANZCR & Teams	Complete
ANZTS Board Meeting	28 May 2024	Teams	In progress
ANZTS Board Meeting	27 August 2024	Teams	

- Meeting management was requested for the ad-hoc Board meeting on 22 April and was charged at an out of contract rate as approved by the Executive.

TAS manages the administration for the Executive Meetings:

	DATE	LOCATION	STATUS
ANZTS Executive Meeting	13 February 2024	Teams	Complete
ANZTS Executive Meeting	21 May 2024	Teams	In progress
ANZTS Executive Meeting	20 August 2024	Teams	
ANZTS Executive Meeting	8 October 2024	Teams	

MARKETING, WEBSITE, PUBLICATIONS

E-Communications

- New header image created for Trauma Talk

Campaign Name	Campaign Date	Open Rate (%)	Click Rate (%)	Unsubscribes
Trauma Talk Autumn	4 April 2024	67.6	11.9	0

Website

- Trauma Talk – Autumn was added to the website
- Forwarding website update requests to communications committee

Publications

- List of members to be sent to Elsevier in November yearly

Social Media

Not in contract.

GOVERNANCE

Annual General Meeting

- 2024 AGM to be held on Friday, 25 October 2024 and Brisbane Convention & Exhibition Centre

TAS will complete the following tasks in relation to the AGM:

- Draft papers and notices issued to the Chair and Treasurer for approval
- Distribution and collection of Call for Director nominations
- Issue of formal Notice of Annual General Meeting
- Set up of zoom dial in details and registration system
- Creation of power point presentation and run sheet to be utilised at the meeting
- Organisation and attendance at a practice run through session with the Chair and Treasurer
- Distribution of registration reminders and instructions to members
- Attendance and moderation on the day of the meeting

Following the AGM, TAS will complete the following tasks in relation to the AGM:

- Completion of AGM minutes
- Relevant lodgement reporting with ASIC & ACNC

Regulatory Reporting

- Director listing was reviewed on ACNC as per request from Secretary

AWARD MANAGEMENT

Preparation for Awards will commence in June 2024.

TAS is responsible for:

- Distribution of Call for Award Nomination EDM's
- Receipt and collation of nominations

Awards included are:

- Clinical Excellence Award
- Community Trauma Award
- Leadership Award
- Trauma Champion Award
- In Memorium: Trauma Family Award

SHOP/PRODUCT MANAGEMENT

Not in contract.

PROJECTS/OUT OF CONTRACT

None undertaken.