Australian & New Zealand Trauma Society

Terms of Reference

Name of Committee: Membership/Communications/ Collaboration

Approved by: **Board of Directors, ANZTS**

Approval Date: **August 2024**

Review date: **August 2025**

Aim: To promote recruitment, retention, and representation of ANZTS members through all craft groups. Provide contemporary communications relevant to our members and work with similar organisations and societies to promote collaboration and memberships.

Objectives:

Recruitment, Retention & representation

- Identify key values that add to current, future, and lapsed members across our diverse membership and jurisdictions (including regional and remote).
- Optimise pathways for membership sign-up/renewal.
- Optimise and improve membership representation in ANZTS activities and Committees.
- Recognition of specialist skill sets within Trauma eg Fellowships.

Identify benefits to encourage increased joint membership with like-minded societies, eg ANZAST

- Strengthen relationships with other organisations, eg: Trauma Association of Canada, Australasian Injury Prevention Network (AIPN), Australasian College of Road Safety, regarding future collaborations and developments, eg: shared statements, guidelines and policies, etc.
- MOUs may be appropriate but involve significant time (3/12+ months) investment, so would need to be confident of potential returns.

To oversee the development and implementation of effective marketing and communications to support the goals of the Australian and New Zealand Trauma Society through input, recommendations and feedback on external marketing, brand and communication initiatives.

- Assist in identifying beneficial partnerships, media and communication opportunities.
- To raise the ANZTS brand awareness and identity to continue its ongoing relevance to all members and the trauma community.

Reporting arrangements:

- Authority is delegated by the ANZTS Board to fulfil the objectives.
- In fulfilling its designated functions, the Committee will respond to requests from the Board and may also initiate its own activities subject to approval by BOD.
- At the beginning of each calendar year, the Chair will provide a work plan and progress report to ANZTS Board proposing key priorities for the coming year and a summary of what was achieved in the previous year.
- Must keep minutes of meetings that include a register of action items and ensure that a copy is kept by the ANZTS Secretariat.

Membership:

- The committee's membership will aim to include representation from both New Zealand and Australia, with a maximum of 5 members, including the Chair. The number may be increased depending on the committee's requirements.

Terms of membership:

- The term of office for each committee member shall be 3 years.
- At the end of each term positions on the committee will be open to the membership via a call for expressions of interest (EoI).
- Committee members may be reappointed to serve for a maximum of 2 consecutive terms. However, subsequent terms must be applied for via EoI.

Chair:

A Chair will be a current Board member and will be appointed by the BOD for a 2-year term with a maximum of 2 consecutive terms.
Responsibilities of the Chair

- The Chair will provide oversight of the Committee and will be responsible for ensuring that the Committee fulfils its functions and acts on assigned tasks in a timely manner.
- The Chair will approve the agenda for each meeting, chair the meetings and will be responsible for reviewing the draft minutes so that they can be sent to the Committee for review and verification in a timely manner.

Responsibilities of Committee members:

Conduct:

All committee members are required to:

- Attend committee meetings and actively participate in discussions at these meetings.
- Read and consider agenda papers and minutes of meetings.
- Act with care and diligence and in the best interests of ANZTS strategic priorities

Conflict of Interest:

Members will be required to complete a statement of conflicts of interest and to declare any further potential conflicts of interest that may arise.

Disputes:

Disputes that cannot be satisfactorily resolved within the Committee will be referred to the ANZTS Board

Meeting attendance:

If a member is absent for three consecutive meetings they may be asked to step down from the committee.

Confidentiality:

Committee members are required to maintain confidentiality on matters of importance to ANZTS.

Meetings:

Meeting frequency:

The Chair will determine the frequency of regular committee meetings.

Quorum:

Greater than 50% of the membership of the Committee.

Secretariat support:

Currently there is no administrative support provided by the ANZTS secretariat. Activities will be conducted by email and teleconference.

Election/ Nomination/ Recruitment of members:

Expression of Interest (EoI) will be called from the ANZTS Board.
Nominations will be considered by the ANZTS Board.

Casual Vacancies:

If the position of a committee member becomes vacant during the member's term of office, the position may be filled after a call for expression of interest for the remainder of the term using the process outlined above.

Code of Ethics:

The Committee members will act in accordance with the ANZTS Code of Ethics.