

CONFERENCE COMMITTEE

TERMS OF REFERENCE

1. PURPOSE & SCOPE

This Terms of Reference sets out the primary objective of the Conference Committee to oversee the Program content (academic and social) and management of the Annual Conference of the Royal Australasian College of Medical Administrators.

The Host Jurisdictional Committee will work with College staff and the Professional Conference Organiser to determine the Conference venue and theme. This work will usually take place prior to the convening of the Conference Committee.

2. REPORTING

The Conference Committee reports directly to the RACMA Board.

3. DELEGATED AUTHORITIES

The Conference Committee has delegated authority to:

- make initial contact with potential Conference speakers on behalf of the College.
- develop conference program aligned with the approved theme and subthemes.
- approve sponsorship applications.
- within approved budget approve the theming for the conference dinner.
- approve abstracts and posters for inclusion in the academic program.

4. TERM

The Conference Committee for the upcoming Conference will be convened a minimum of 12 months prior to the scheduled Conference dates.

5. MEMBERSHIP

Membership of the Committee will comprise:

- a Chair nominated by the Jurisdictional Committee that is hosting the Conference
- the Chairs (or a delegated Committee Member) from the two previous Conference Committees
- two Members nominated by the Jurisdictional Committee that is hosting the Conference
- one Candidate Representative from the Candidate Advisory Committee
- one representative Member from all other Jurisdictions
- one Member of the RACMA Board

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Version Control:	1.0	Page:	1/4

- RACMA Chief Executive

All Members of the Committee are voting members.

6. TENURE

The membership of the committee is for the period up to and including the delivery of the Conference.

The Chair (or delegate) will remain on the following two Conference Committees.

7. DECLARATION OF INTEREST

Individual members of the committee must declare any conflict of interest and otherwise act in accordance with the RACMA Conflict of Interest and Declaration of Interests policy. The details of any declaration of a conflict of interest will be recorded in the minutes of the relevant meeting.

8. ROLES & RESPONSIBILITIES

8.1 HOST JURISDICTIONAL COMMITTEE

- Recommend date and venue to Board
- Recommend theme and subthemes to the Board

8.2 CONFERENCE COMMITTEE

- Recommend budget to Board including fees
- Monitor the conference budget in collaboration with the Professional Conference Organiser (PCO)
- Develop project timeline in collaboration with PCO
- Identify speakers with reference to agreed themes
- Make initial contact with speakers
- Develop conference programs: Academic and Social
- Review abstracts and posters for inclusion in the program
- In collaboration with the RACMA Communications team and the PCO determine a communications strategy
- Keep jurisdictional committees informed about the conference
- In collaboration with the PCO approve applications for sponsorship

Members are expected to:

- attend committee meetings and actively participate in discussion
- read agenda papers and minutes of meetings
- keep matters relevant to the Terms of Reference
- maintain confidentiality on matters of the College
- dedicate time to the conference committee related activities

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Version Control:	1.0	Page:	2/4

Members of the committee must:

- comply with all codes, policies and other requirements of the College (including those applying to declarations of interest, confidentiality and privacy)
- not make representations, submissions or undertakings that purport to be on behalf of the College, or take any action that purports to bind the College to perform any obligation, without the prior written authorisation of the Board or the Chief Executive
- not enter into contracts or agreements, or otherwise incur expenses or liabilities, on behalf of the College except in accordance with the delegated authorities as determined by the Board from time to time, or with the prior written authorisation of the Board or the Chief Executive.

9. MEETINGS

All meetings will be chaired by the Committee Chair or delegate.

The Committee will usually meet at monthly intervals and more frequently closer to the Conference date.

Meeting agendas should be distributed at least seven (7) days prior to the next scheduled meeting. Management and Coordination of the day-to-day operations of the committee will be coordinated by the Education Division.

Accurate Minutes will be kept of each meeting. The Minutes may be confined to a report of the resolutions and any recommendations, including an Action List.

The unconfirmed Minutes and meeting Action List shall be provided to all committee members following approval by the Chair. Unconfirmed minutes will be tabled at the next meeting to be confirmed by the committee.

RACMA staff members and PCO staff will attend meetings but are not committee members. Their presence at the meeting will be recorded in the meeting minutes as being 'in attendance'.

10. QUORUM

The number of members required for a formal meeting to proceed is the majority of members (more than half). Members who are physically in attendance or in virtual attendance (e.g. by conference call) shall constitute the quorum.

If a quorum is not present, a meeting may still go ahead, with notes recorded. If a recommendation arises under these circumstances, the recommendation must be circulated out of session.

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Version Control:	1.0	Page:	3/4

All Members of the Committee are voting members.

Any questions arising from meetings shall be decided by a majority of votes of the members present and voting on that question. In the event of a motion with equal votes 'for' and 'against', the Chair will have a second or casting vote in addition to their deliberative vote as a member of the committee.

11. OUT OF SESSION DECISIONS

A recommendation can be disseminated out-of-session (i.e. by email) to the Committee for consideration and approval. For an out of session recommendation to be passed, a quorum must have voted and approved the recommendation. At the subsequent Committee meeting, all out of session recommendations and their outcome must be formally minuted.