

EDUCATION COMMITTEE TERMS OF REFERENCE

Ratified February 2025

About ANZICS

The Australian and New Zealand Intensive Care Society, ANZICS, is a company registered under the Corporations Act 2001 (Australia) and Australian Charities and Not-for-profit Acts 2012. Its objectives are: to connect its membership, and advocate for them and their teams in the pursuit of ensuring excellence in intensive care provision to the patients and communities they provide services to.

Purpose

The ANZICS Education Committee is committed to advancing intensive care practice and fostering a connected intensive care community, ensuring equitable access to educational opportunities for all members.

Function

- Provide support, oversight and assist in the development of ANZICS-led or partnered educational activities, including but not limited to
 - Annual Scientific Meeting
 - Regional education activities
 - ANZICS web-portal based educational content.
- Provide advisory support to the ANZICS board on matters related to member education and training.
- Collaborate with ANZICS committees and work-streams in the development of educational activity related to their work.
- Identify and address educational needs of members, ensuring inclusivity for diverse groups including culturally and linguistically diverse, remote/regional, Aboriginal, Torres Strait Islander, Maori, Pasifika peoples, and gender representation.
- Provision of at least two articles per annum for inclusion in the Intensivist.

Membership

- The Committee will consist of ten ANZICS members, with at least one full member from each state or region, and one member nominated from the ANZICS Board. A trainee member and the ANZICS Education Program Manager will be included.

- Up to four additional members (including affiliates, nursing, and allied health ANZICS members) may be co-opted with Board approval. Co-opted and ex officio members are ineligible for Chair or Deputy Chair positions.
- Committee members serve for a three-year term, renewable once, subject to ANZICS Board ratification.
- An Expression of Interest (EOI) is distributed every three years among applicable ANZICS members and affiliate members falling vacant in that year.
- Staggered turnover of committee positions is planned in order to maintain operational memory and minimise disruption of committee workstreams.
- Members of the Committee including ex-officio members, are bound by the Constitution, policies, guidelines, rules and regulations of the Society.

Chair and Deputy Chair

- The Chair and Deputy Chair will be elected by committee members for a two-year tenure subject to ratification by the Board. If elected to these roles in the final year of a three-year term on the Committee, the elected member's term on the Committee will finish two years from the date of ratification of Chairmanship/Deputy Chairmanship by the Board.
- The Chair will liaise with the Secretariat to ensure that EOIs are issued to relevant jurisdictional or wider membership groups at least three months in advance of the applicable committee posts being scheduled for renewal
- The Chair will provide summary activity reports of the Education Committee to the ANZICS Board twice yearly and a more detailed strategic report of planned activities once per year as determined by the Board Calendar.
 - All reports to the Board will be submitted at least fourteen days ahead of the date on which the Board is due to meet. This affords the Board members time to consider them and is in accordance with the expectation of the Corporations Act 2001, ACNC Act 2012 (Cth), ASICS and the ACNC Governance Standards.
 - Reports submitted less than fourteen days ahead of the meeting date will only be accepted at the discretion of the Board Chair in extraordinary circumstances.
 - Routine reports to the Board will adhere to the convention for ANZICS Board Reports outlined in Appendix 1
 - Proposals for specific individual pieces of work requiring funding will be submitted by the Chair to the ANZICS Executive in the form of a summary business case and will adhere to the convention for ANZICS Business Cases outlined in Appendix 2. The Chair or their delegated representative may be requested to speak to the business case at an Executive meeting.
- Proposals for programmes of work should be submitted to the Board as part of the Committees annual (multi-year) strategic plan to the Board.
- The Deputy Chair will support the Chair in the running of the Committee and assume the duties of the Chair in their absence.

Secretariate

- Secretariat support will be provided by ANZICS office staff, including agenda preparation, coordination, and minute-taking.

Governing and Reporting

The Education Committee is an Advisory Committee to the Board and will be constituted in accordance with ANZICS Constitution, Rules and Regulations.

Reporting

The Committee will provide routine reports to the Board for their information and consideration three times per year. These will comprise:

- year to date activity updates tracked against the Committee's annual plan
- an annual presentation of a multi-year strategic development plan.\
- financial reports for any activities where monies are collected from members, participants, sponsors or other stakeholders in relation to the activities of the Committee.

A summary of the year's work, forward strategy and Board reports will be provided by the Committee for inclusion of the ANZICS Annual Report.

Other reports may be offered by the Committee or requested by the Board relating to the assessment, development or delivery of educational materials or programmes.

Meeting Conduct

- At least four meetings of the Education Committee are to be conducted annually. These can be in person, hybrid or virtual meetings.
- Attendance at meetings will be facilitated by scheduling of routine meetings at least three months in advance of the planned date. Meeting dates will be published on the ANZICS Committees' Calendar.
- Agendas will be circulated at least one week prior to meetings
- Quorum for meetings is the Chair or Deputy Chair and at least three additional full ANZICS members.
- Decision-making around significant pieces of work or multi-year strategic planning requires all members to be given a two-week consideration period to contribute out of session affording the opportunity to participate to those who.
- Records of attendance at meetings by Committee members and any additional attendees will be maintained
- It is the primary responsibility of the Chair and Deputy Chair to ensure that appropriate minutes and records will be kept of all meetings of the Education Meeting and that these are submitted to the ANZICS administrative team for curation within two weeks of the meeting being held.

- Assistance with both scheduling and minute-taking or transcription or recordings of meetings can be sought from the ANZICS Committee support administrator.
- Minutes will include record of:
 - date, time, attendees,
 - who chaired and who took the minutes,
 - acknowledgement of traditional custodians of the land
 - apologies,
 - declaration of any Conflicts of Interest
 - agreement of previous minutes including any corrections,
 - review of actions arising,
 - progress against workstream, project and programme goals documented
 - any significant changes, developments or concerns of risks identified
 - any other business of the meeting.
- Minutes of meetings will be distributed to Committee members for their review and initial endorsement of accuracy (by correspondence) within two weeks of a meeting being held and lodged with the ANZICS Secretariat for curation.
- Corrections of minutes are the responsibility of the Chair and Deputy Chair of the Committee and corrected minutes should be forwarded to the Secretariat for curation.

Planning of Educational Events

Educational events planned by the Committee will be scheduled with reference to other ANZICS (and where appropriate ANZICS partners') meetings seeking to maximise opportunities for synergy and minimise potential adverse competition.

Assistance in planning and scheduling educational events will be provided by the ANZICS Secretariat where possible.

Breaches of Governance

All Board, Executive and Committee members (including ex officio members), employees, contractors and associates of the Society are bound by the Constitution, Rules and Regulations, policies and guidelines of the Society. Significant breaches of these may result in censure including suspension or termination from a Committee role at the discretion of the Executive or Board. Resolution of disputes will occur according to the principles set out in the Constitution and any related policies.

Terms of Reference Review

These terms of reference will be reviewed biennially by the incoming Education Committee Chair and suggested updates will be submitted for endorsement by the Board as part of routine Board submissions at the next routinely scheduled Board Meeting.

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