

## ASUM Outreach Committee

### Terms of Reference

<b>Type</b>	Committee
<b>Ratification Date:</b>	9 September 2019
<b>Review Date:</b>	Council will review this Terms of Reference annually at the June/July meeting in preparation for the AGM.
<b>Reports To:</b>	The ASUM Outreach Council
<b>Subcommittees</b>	Nil
<b>Background</b>	<p>The Australasian Society for Ultrasound in Medicine is a multidisciplinary society whose mission is to advance the clinical practice of diagnostic medical ultrasound for the highest standards of patient care.</p> <p>ASUM has a system of governance to ensure strong leadership and maintenance of standards in ultrasound training and education. As described in the ASUM Constitution, Council delegates powers and functions to committees. Council, Boards and all committees must conform to the ASUM Strategic Directions.</p>
<b>Primary Role</b>	The primary role of ASUM Outreach is to assist in education and training of diagnostic medical ultrasound to improve patient care in disadvantaged and low socio-economic communities with Australia, New Zealand and the surrounding region.
<b>Objects</b>	<p>As per the constitution, the objects of ASUM Outreach are to:</p> <ul style="list-style-type: none"> <li>• Be a charity whose public charitable purpose is to advance health in furthering the objects of the Australasian Society for Ultrasound in Medicine to improve patient health and care in disadvantaged and low socio-economic communities. The committee undertake to support the following activities;             <ol style="list-style-type: none"> <li>a. Organise and operate educational and training programs on the clinical practice of medical diagnostic ultrasound</li> <li>b. Organise and operate aid programs for educating and training ultrasound practitioners and allied health providers in order to provide medical diagnostic ultrasound assessment to patients who normally would have restricted or no access available</li> <li>c. Recruit and liaise with medical professionals to achieve the objectives</li> <li>d. Undertake and pursue all such other similar, related or compatible objects as may from time to time be considered appropriate by ASUM Outreach</li> </ol> </li> </ul>
<b>Objectives</b>	<p>The ASUM Outreach committee objectives are:</p> <ul style="list-style-type: none"> <li>• Make recommendations to ASUM Outreach directors regarding the best use of donations and grants for Outreach education and aid</li> </ul>

	<ul style="list-style-type: none"> <li>• Review all applications for support to ensure alignment with ASUM Outreach objectives</li> <li>• Develop educational framework and content to support of education and education</li> <li>• Oversee the implementation of Outreach programs to ensure they meet appropriate outcomes</li> <li>• Participate in Aid Projects within the defined scope of advancing the clinical practice of medical ultrasound for the highest standards of patient care.</li> <li>• Monitor and evaluate Outreach structure, processes, delivery and outcomes.</li> <li>• Coordinate working party requirements and outcomes according to outreach objectives.</li>   <li>• To measure outcomes of training provided to continuously ensure appropriate outcomes and improvement via post training surveys and discussion</li> <li>• Develop learning resources to be shared and standardise training</li> <li>• Monitor and evaluate programs structure, processes, delivery and outcomes</li> </ul>
<b>Scope</b>	<p>Any activity of the ASUM Outreach committee as described below requires ASUM CEO or Council approval:</p> <ul style="list-style-type: none"> <li>• Expenditure</li> <li>• Additional projects</li> <li>• Work that requires additional ASUM secretariat resources</li> <li>• Ratification of policies/regulations, terms of reference, position description, etc.</li> <li>• Establishment of working groups or subcommittees</li> </ul>
<b>Membership</b>	<p>The ASUM Outreach committee is constituted as follows:</p> <ul style="list-style-type: none"> <li>• 2 x General members</li> <li>• 2 x Cardiac members</li> <li>• 2 x Vascular members</li> <li>• 2 x Obstetric members</li> <li>• 2 x POCUS expertise</li> <li>• An additional 1 position is available to co-opt a member for specialist expertise or consumer representation.</li> </ul> <p>Chairperson is elected from the committee for a period up to 3 years. The nomination to be ratified by the ASUM Outreach Board of Directors.</p> <p>Preference is given to nominations such that both medical and sonographer members are represented for the purpose of membership diversity.</p>

	<p>All members must be financial members of ASUM</p> <p>All members must have a minimum of three years' experience in their field of expertise</p> <p>The CEO or ASUM Outreach secretariat may act in an ex-officio capacity if required.</p> <p>A representative from Council can attend any meeting in an ex-officio role.</p>
<p><b>Member Terms</b></p>	<p><b>Chairperson</b></p> <p>Three (3) consecutive years, maximum of three (3) successive terms and eligible for re-election as a member of the ASUM Outreach Committee after one (1) year has elapsed since the expiration of their term of office.</p> <p><b>Member</b></p> <p>Three (3) consecutive years, maximum of three (3) successive terms and eligible for re-election as a member of the ASUM Outreach committee after one (1) year has elapsed since the expiration of their term of office.</p> <p><b>Casual Vacancies</b></p> <p>If the office of a member becomes vacant within a member term, the Board can appoint an interim member to fill the position until the term has expired.</p> <ul style="list-style-type: none"> <li>• All members must be financial ASUM members</li> </ul>
<p><b>Roles and Responsibilities</b></p>	<p><b>Title: Outreach Committee Chair</b></p> <p><b>Purpose: To provide leadership to the Committee</b></p> <p><b>Responsibilities:</b> The Outreach Committee Chair coordinates the planning of the Committee's activities for the year ahead and plans for the future of the program including:</p> <ul style="list-style-type: none"> <li>• Assessment of suggestions in each of the three areas (Australia and New Zealand Rural &amp; Remote; Pacific Region/South East Asia; and Rest of World Disadvantaged Communities);</li> <li>• Financial transparency;</li> <li>• Preparation of the agendas for the Outreach Committee meetings;</li> <li>• Chairing Committee meetings;</li> <li>• Ensuring new member induction; and</li> <li>• Delegate responsibilities within the Outreach Committee to cover the two specific areas, but with global consideration; <ul style="list-style-type: none"> <li>○ Australia &amp; New Zealand Rural &amp; Remote</li> <li>○ Pacific Region/South East Asia</li> <li>○ Rest of World Disadvantaged Communities</li> </ul> </li> </ul>

	<p><b>Title: Outreach Committee Member</b></p> <p><b>Purpose:</b> To support the Committee Chair in fulfilling the responsibilities stipulated above.</p> <p><b>Responsibilities:</b> Outreach Committee Members are responsible for:</p> <ul style="list-style-type: none"> <li>• Actively participating in the planning of the Committee's activities for the year ahead and planning for the program's future;</li> <li>• Promoting efficient, transparent, effective and fair processes;</li> <li>• Promoting Outreach Program to volunteer personnel to achieve the objectives;</li> <li>• Working with the ASUM CPD Events Manager to organise presenters and prepare the program and timetable for all events and programs;</li> <li>• Actively managing resource gathering to help achieve the objectives; and</li> <li>• Providing support to the CPD Events Manager to ensure that each Outreach program is adequately resourced and quality training and services provided.</li> </ul> <p><b>ASUM Outreach Secretariat</b></p> <ul style="list-style-type: none"> <li>• The overarching role of the Events Manager is to ensure efficient administration of the Outreach Program.</li> </ul>
<b>Election</b>	<p>Expressions of interest (EOI) for vacant positions will be called from the ASUM membership. Nominees are to submit their curriculum vitae and an application (no more than 200 words) on the relevant ASUM EOI form.</p> <p>Nominations will be considered under the guidance of the ASUM CEO and the ASUM Outreach committee, and a recommendation for appointment is subject to ratification by the ASUM Council.</p>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Face to face (at the ASUM annual scientific meeting) once each financial year October/November and</li> <li>• By teleconference or other electronic means (as required)</li> </ul> <p>For teleconferences, notices of at least fourteen (14) days shall be given. Notice will normally be given by email.</p> <p>An agenda and any supporting documentation shall be provided at least seventy-two (72) hours in advance to each member of the ASUM Outreach committee by email</p>
<b>Conduct</b>	<p>The ASUM Outreach committee:</p> <ul style="list-style-type: none"> <li>• Ensures that all members act always 'in good faith'</li> <li>• Ensures that any ASUM Outreach member who will stand to benefit directly or indirectly, financially or otherwise, from the outcome of any decision of the Board is required to disclose any</li> </ul>

	<p>potential conflict of interest at the time when they first become aware of their potential conflict</p> <ul style="list-style-type: none"> <li>• Ensures that any ASUM Outreach committee member who has a material conflict of interest is excluded from participating in the relevant proceedings and the reasons for such exclusion are documented in the record of the meeting</li> <li>• Ensures that all necessary information requested is made available in a timely fashion to the ASUM Council</li> <li>• Documents the proceedings of any meeting including the reasons for any decisions made</li> <li>• All members are to RSVP their attendance or apologies as soon as possible and prior to the meeting</li> <li>• Active participation in all ASUM Outreach committee activities is expected and attendance at all meetings (face to face and teleconference) is required except for one per year</li> </ul>
<p><b>ASUM Outreach Secretariat Support</b></p>	<p>The overarching role of the ASUM Outreach secretariat is to ensure efficient administration of the Outreach opportunities.</p> <p>Minutes of each meeting are drafted by the ASUM Outreach secretariat and circulated to each member of the committee for approval. The approved minutes are included in the agenda of the next ASUM Council meeting and the Chairperson of the committee will report to the ASUM Council on proceedings and on all recommendations.</p>