



ASAR

Australian Sonographer
Accreditation Registry

Stakeholder Advisory Committee Terms of Reference

Commitment to Stakeholder Engagement and Communication

- ASAR is committed to ensuring mechanisms are in place to communicate with and receive advice from stakeholder organisations.
- The ASAR Constitution allows the Board to establish Committees who report to and advise the Board.

Purpose

- To provide advice, input and feedback to the ASAR Board

Composition

The composition of the SAC includes but is not limited to:

One nominee from each of the organisations listed below.

- ASAR Accredited Course provider (as elected by the accredited course providers)
- Australian Institute of Radiography (AIR)
- Australian Sonographers Association (ASA)
- Australasian Society for Ultrasound in Medicine (ASUM)
- Cardiac Society of Australian and New Zealand (CSANZ)
- Primary Care, Diagnostics & Radiation Oncology Branch (PCDRO), Medical Benefits Division (MBD), Department of Health and Ageing (DoHA)

In addition to the organisations listed above, the ASAR Board will consider requests from organisations to nominate a representative to join the SAC, who can demonstrate that they have direct involvement with the objects of ASAR.



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ASAR Board representatives:

- One ASAR Director
- ASAR Board Chair
- Executive Officer (ex officio)

Consumer advocate:

- One Consumer advocate

Terms

- Participants are nominated by the stakeholder organisations and approved for appointment by the ASAR Board for an initial two-year period and are eligible for reappointment for one further term of two years
- Participants are not eligible for renomination after their second consecutive term until a period of two years (one term) has elapsed.
- Participants can be changed during their term at the discretion of the nominating body and the ASAR Board
- The ASAR Executive Officer will have ongoing membership on the SAC to ensure continuity.

Appointment of Chair

- The Committee will be chaired by the ASAR appointed Director

Functions:

- Provide advice on issues pertaining to the objects of ASAR

Reporting Requirements

- The SAC reports directly to the ASAR Board via the SAC Chair
- The ASAR Board will consider all recommendations from the SAC



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- Written reports will be presented via the SAC Chair for consideration at each Board meeting
- The ASAR Board will make the final decision on all matters.

Frequency of Meetings

- The SAC will meet a minimum of three times per year
- At least one of these will be a face to face meeting.

Meeting Procedures

Agenda:

- The Executive Officer in conjunction with the Chair is responsible for preparation and dissemination of the agenda and supporting papers
- The agenda and supporting papers should be disseminated at least one month prior to the scheduled meeting date.

Quorum:

- A quorum will consist of half the current number of Committee members
- If the Chair is unable to attend a meeting, the ASAR Board will provide a Director to chair the meeting.

Conflicts of Interest and Confidentiality:

- All members of the committee must comply with ASAR's Conflict of Interest and Privacy policies.

Minutes:

- The Executive Officer will draft the minutes of meetings for approval by the Chair and dissemination to committee members.

Funding:

- There is an expectation that nominating professional bodies will fund the attendance of their nominee at SAC face to face meetings.



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- ASAR will fund the attendance of the consumer advocate (if appointed) and the nominated ASAR accredited course provider, should external funding not be available
- ASAR will provide the meeting venue and pay associated costs (i.e. catering and audio visual) for face to face meetings.