

Terms of reference

Special Interest Group

Purpose

The role of the Special Interest Group – is to:

- provide advice to the Australasian Sonographers Association (ASA) on issues relevant to the specialty
- work with the ASA in the development and production of resources relevant to their speciality
- assist with developing CPD opportunities in their streams such as workshops, online learning modules and major events
- provide replies to members in relation to *Ask the Expert* portal questions
- provide members of the group with networking opportunities by having contact with fellow SIG Committee members and professional development through gaining experience at a committee level
- provide support and advice to committees and ASA office staff.

Reporting

- a recording of the committee meeting is uploaded to the portal by the ASA office.

Structure

- standing membership composed of sonographers with a range of experience but with at least 4 experienced sonographers working in the specialty. Members must also be current members of the ASA
- ideally members of the Committee should have a diversity of backgrounds, including public & private sectors; city & rural/ remote
- committee members are appointed for 3-year terms. Following each term, the committee will approach individual members to assess their interest in continuing on the committee
- SIG Committee members will appoint a chairperson annually who will represent them on the Education Advisory Panel
- the Committee will meet at least quarterly, via Zoom with additional meetings as required. CPD points will be awarded for these meetings.

Expected Outcomes

In the committee's area of specialty, the committee will:

- provide support to ASA educational programs
- review existing professional guidelines and contribute to the identification and development of new professional guidelines
- provide advice to the ASA as required
- support and contribute to Making Waves, soundeffects and posters
- develop resources for the ASA members
- respond to relevant enquiries sent via the Ask an Expert

Commitment & Responsibilities

As a member of the SIG Committee, you are requested to:

- monitor the SIG committee discussion forum and respond promptly to notifications/requests from ASA staff and fellow committee members
- contribute to discussion and answers to clinical questions raised in *Ask the Expert*
- contribute regularly by attending committee meetings and volunteering for tasks as needed
- be an engaged committee member and attend a minimum of three meetings annually
- contribute to Making Waves and other resources as requested
- proactively inform and share information with the ASA on topics of interest and best practice
- if unable to fulfil these commitments and responsibilities or you wish to relinquish your role, the Committee and ASA Office should be notified.

Confidentiality

- all records, documentation, notes, and other information, in full or in part, obtained during the course of volunteering with the ASA must be treated as confidential.
- committee members should not use or attempt to use any information that is acquired while volunteering with the ASA for personal gain or in any manner that may injure or cause loss or be calculated to injure or cause loss to the ASA
- committee members should be discreet with all ASA information and in particular should not disclose or divulge any information about the ASA gained during the course or following their service without the ASA’s prior written consent
- No member of the Committee is permitted to speak on behalf of the Association.

Decision Making

- decision making is by simple majority
- the Committee can recommend the introduction of new initiatives to provide continuing professional development and education to members to the ASA staff
- the Committee does not have the authority to enter into contracts or agreements independently.

Review

- TOR to be reviewed every two (2) years.

Document ID	6016/2023/06/29	Document Title	SIG Committee ToR
Release Date	29/06/23	Review Date	29/06/25