

# Terms of reference

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## Branch Committees

### *Purpose*

The role of the ASA's branches is to organise branch meetings and workshops to:

- Provide education and networking events for local members
- Promote membership of the Association to local sonographers
- Support the strategic intent of the Association

### *Branch Meetings*

These meetings are predominantly held on a weeknight where local members engage in CPD presentations and are offered online or face to face (1-2 hours in duration, including end of year Interesting Case Nights).

### *Branch Workshops*

These high quality CPD events held on a weekend and comprise of live scanning and/or presentations and offer a great opportunity for local networking (typically more than 2 hours in duration).

### *Reporting*

The Committee is to report the minutes and actions of their meetings to the Member Services Team and are empowered to submit recommendations for consideration.

### *Branch Locations*

Branches are based on their geographical location. Ideally not within a 2-hour drive radius from another branch.

### *Structure*

#### *Appointment of Branch Committee members*

- Branch committees should not exceed 14 members in order to facilitate the smooth operation of branches. Committees for regional branches will often have fewer members.
- Branch committees should have a minimum of three Sonographer members and should ideally include a student member who is currently on clinical placement.
- Committee members are encouraged to serve a minimum of two (2) consecutive years and (in principle) a maximum of five (5) consecutive years.
- Committees should seek to recruit new members, particularly where resignations are expected, to ensure a smooth transition. This is particularly important in the case of retiring chairpersons. The ASA office can assist with this recruitment.
- Committee members should read the ASA Branch Handbook to ensure they are familiar with its contents and ensure they understand their role, rights and responsibilities.

### *Eligibility for Committee membership*

To be eligible members must:

- be members of the ASA.
- declare any conflict of interest prior to joining a committee and abstaining from voting as appropriate.
- agree to this Branch Committee Terms of Reference.

### *Committee formation*

- The Branch Committee can invite nominations to fill vacant committee positions and the ASA office can also assist with this recruitment.
- The Branch Chairperson will ensure that nominees fulfil the eligibility criteria.
- The Branch Chairperson and Committee will review the **Expression of Interest (EOI)** and confirm the appointment.
- If the number of EOI's exceeds the number of vacant committee positions, committee members will be required to vote on appointments, in the best interests of the Branch.
- The Branch Chairperson will ensure that results of any election process are forwarded to the Member Services team as soon as possible.

### *Committee Positions*

The following committee position/roles are available to be filled in each Branch Committee.

Depending on the size of the committee, these may be taken on as combined roles:

- Chairperson
- Vice-Chairperson
- Secretary
- Sponsorship Coordinator
- General member

### *Meeting frequency*

Dependent on size the branch and location.

### *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.
- Branch Committee members should not use or attempt to use any information that is acquired in the course of 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.
- Branch 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 Branch 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.