
ANZACA Education Subcommittee Terms of Reference

INTRODUCTION

This Terms of Reference (ToR) set out the ANZACA Education Subcommittee objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

ROLES AND RESPONSIBILITIES

The subcommittee is committed to

- Promote the anatomical sciences education in Australia and NZ
- Respond to membership needs with regard to anatomy education and capacity development
- Disseminate resources and best practice for anatomy education
- Foster collaboration with professional bodies and 'sister' societies
- Promote anatomical education scholarship relevant to the region
- Promote and support a culture of respect and inclusion across anatomical education

REPORTING

The subcommittee is chaired by the Vice President of ANZACA, who is reporting to the ANZACA Council for approval.

COMPOSITION AND TENURE

The meetings of this subcommittee are open to all current ANZACA members.

A **Directive Group** is formed that is responsible to make decisions on the directions of the subcommittee, and to provide oversight of all projects.

The Group should comprise of

- Ex-officio, Vice President of ANZACA – chair
- Ex-officio, member of the Council, responsible for outreach
- 6 ANZACA Members who are selected by the council based on Expression of Interest (EoI) applications. Elected members serve a term of 2 years, but may be re-elected a second time, to serve a maximum of two terms (4 years).

If a selected member is absent from 3 Subcommittee meeting, or a member is no longer eligible to be on the Subcommittee, the Chair may declare the member's position vacant.

QUORUM

The quorum is half the current membership plus one

DECISIONS

All matters before the Committee are decided by a majority of member vote.

Each member present has one ordinary vote

The Chair of the meeting has an ordinary vote and a casting vote, if required.

FREQUENCY OF MEETING

The Subcommittee meets bimonthly, the 3rd Friday of every second month at 12pm (AEST).

Meeting can be postponed upon agreement of the membership.