

<b>Portfolio</b>	<b>Fellowship Experience</b>	<b>Ref. No.</b>	<b>TOR-3187</b>
<b>Department</b>	<b>Conferences and Events</b>		
<b>Title</b>	<b>Annual Scientific Congress Planning and Review Committee</b>		

## 1. PURPOSE AND SCOPE

This document defines the terms of reference for the Annual Scientific Congress (ASC) Planning and Review Committee.

The ASC is the major annual educational surgical meeting of the Royal Australasian College of Surgeons (RACS) and its premier Continuing Professional Development (CPD) activity.

The ASC Planning and Review Committee is a committee of the Professional Standards and Fellowship Services Committee (PSFSC), accountable to PSFSC for monitoring, evaluating and providing broad oversight for each ASC.

## 2. KEYWORDS

ASC, CPD, Committee, PSFCS, Council, Review, Planning

## 3. BODY OF POLICY

The ASC Planning and Review Committee focuses on the educational, management and financial aspects of the ASC.

### 3.1. Objectives

- 3.1.1 To promote the ASC as the principal CPD activity of the RACS
- 3.1.2 To ensure that the ASC provides quality education
- 3.1.3 To ensure that the ASC is professionally managed
- 3.1.4 To ensure that the ASC is resourced appropriately and that the resources are managed responsibly and sustainably

### 3.2. Duties and Responsibilities

- 3.2.1 To review the preceding ASC as an educational activity and to provide PSFSC/Council with a report on that evaluation
- 3.2.2 To evaluate the management and financial aspects of the preceding ASC and provide PSFSC/Council with a report on these matters
- 3.2.3 To assess and monitor the planning and management (including the financial aspects) of prospective ASCs.
- 3.2.4 To assess and monitor the educational content of prospective ASCs.

### 3.3. Composition

Membership of the Committee comprises:

#### **Chair**

- Chair, ASC, Conferences and Events

#### **Members**

- Treasurer
- Chair, PSFSC
- Chair, Professional Development
- Chair, Fellowship Services
- Chair, or a representative of the International Engagement Committee
- Fellow who is a Representative of an Education Portfolio, nominated by the Censor in Chief

#### **By invitation**

- Convener of the immediately preceding ASC
- Convener(s) of the next proposed ASC

<b>Portfolio</b>	<b>Fellowship Experience</b>	<b>Ref. No.</b>	<b>TOR-3187</b>
<b>Department</b>	<b>Conferences and Events</b>		
<b>Title</b>	<b>Annual Scientific Congress Planning and Review Committee</b>		

- Convener of Younger Fellows Forum
- RACSTA representative

Attendees:

- EDSA Australia
- Surgical Advisor Aotearoa New Zealand
- ASC Co-ordinator
- Chief Executive Officer
- Chief Operating Officer
- EGM, Fellowship Experience
- Manager, Conferences and Events Department
- Committee & Events Coordinator

### 3.4. Terms of Appointment

All members of the Committee shall be appointed for a period of three years from the approval date of their appointments by PSFSC and upon expiry of that term may be re-appointed for a maximum of two additional terms of three years.

### 3.5. Voting Rights

Non-members may be invited to attend all or part of a meeting but have no voting rights.

### 3.6. Quorum

A quorum shall be a majority of the members (or nominee where appropriate).

### 3.7. Frequency of Meetings

The Committee holds a face-to-face meeting three times per year during Council week. Further face-to-face meetings or videoconferences may be held as required.

### 3.8. Governance and Reporting

The ASC Planning and Review Committee makes recommendations and reports to PSFSC. The Committee provides an annual ASC evaluation report to PSFSC and Council following each ASC.

The Committee's proceedings are recorded in minutes and reported to the PSFSC.

## 4. ASSOCIATED DOCUMENTS

ASC Management Policy  
 ASC Convener Position Description  
 ASC Scientific Convener Position Description  
 ASC Section Convener Position Description  
 ASC Information Guide  
 RACS Code of Conduct  
 RACS Building Respect, Improving Patient Safety Action Plan  
 RACS Diversity and Inclusion Plan

**Approver** PSFSC  
**Authoriser** Council