1. PURPOSE AND SCOPE

The Annual Scientific Congress (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 responsible for monitoring, evaluating and providing broad oversight for each ASC.

This document sets out the terms of reference for, and function of, the ASC Planning and Review Committee.

2. KEYWORDS

ASC, Committee, 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 meeting of the RACS
3.1.2 To ensure that the ASC provides quality education
3.1.3 To ensure that the ASC is well managed
3.1.4 To ensure that the ASC is resourced appropriately and that the resources are managed in a responsible way

3.2. Duties and Responsibilities

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

3.3. Composition

Membership of the Committee comprises:

Chair

- Chair, Member of Council appointed by the Chair of the Professional Development Standards Board (PDSB)

Members

- Chair, PDSB
- Chair, Professional Development
- Chair, Fellowship Services
- Chair, External Affairs
- Treasurer
- Fellow who is a Representative of an Education Portfolio, nominated by the Censor in Chief

Co-opted members

- Convener of the immediately preceding ASC
- Convener(s) of the next proposed ASC
- Convener of Younger Fellows Forum
Attendees:

- Dean of Education
- EDSA Australia
- EDSA New Zealand
- ASC Co-ordinator
- Manager, Conferences and Events Department
- Deputy Manager, Conferences and Events Department
- ASC Program Manager
- Chief Executive Officer
- EGM, Partnerships

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 PDSB 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 membership of the Committee.

3.7. Meetings

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

3.8. Governance and Reporting

The ASC Planning and Review Committee makes recommendations and reports to Council through the PDSB. The Committee provides an annual ASC Evaluation Report to PDSB and Council following each ASC.

The Committee’s proceedings shall be recorded in minutes and reported to the PDSB.

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