1. PURPOSE AND SCOPE

This policy is to assist the organisation and management of the Cowlishaw Symposium. It is run by the Convenor in consultation with the Heritage and Archives Committee with approval of the Resources Committee and support of the Council.

2. KEYWORDS

Cowlishaw, Symposium, Collections, Russell, Historic, Lecture.

3. BODY OF POLICY

3.1. Background

The biennial Cowlishaw Symposium uses books and papers from the Cowlishaw Collection. This Collection was created through the efforts of Leslie Cowlishaw (1877-1943), a bibliophile, who became an honorary lecturer in medical history at the University of Sydney and the first honorary librarian for the Royal Australasian College of Physicians (RACP).

4. OBJECTIVES

4.1.1 The Cowlishaw Symposium is held every two years, in even-numbered years usually in late October or early November.

4.1.2 The Cowlishaw Symposium is usually held in Melbourne, close to the Collection.

4.1.3 The Symposium is opened, and the first session chaired, by the President, Vice-President, who will also present the Kenneth Fitzpatrick Russell medal at the end of the session.

4.1.4 The Kenneth Fitzpatrick Russell Memorial Lecture is usually the first presentation of the day. This Lecture honours the memory of the distinguished medical historian Professor K.F. Russell (1911-87), Reader to the Gordon Craig Library and Editor of the ANZ Journal of Surgery 1949-67.

4.1.5 The conditions of the Kenneth Fitzpatrick Russell Memorial Lecture are described in the documentation pertaining to it and as published on the RACS website.

4.1.6 In order to maintain on-going interest and show the value of the Collection, the texts of lectures and presentations given at the Cowlishaw Symposium may be published in the ANZ Journal of Surgery and/or Surgical News at the discretion of the editors and with the approval of the speaker.

5. CONVENOR

The Cowlishaw Symposium is organized by a Convenor, who is a Fellow of RACS.

5.1. Appointment

The Convener is selected and appointed by recommendation of the Heritage and Archives Committee with the approval of the Resources Committee and noting at Council.

There is an expectation that the Convenor will manage at least two symposia and may elect to extend this for an additional event with the on-going recommendation of the Heritage and Archives Committee with the approval of the Resources Committee and support of Council.
5.2. Duties and Responsibilities

The Convenor has the following assigned duties and responsibilities working in consultation with the Heritage and Archives Committee:

5.2.1 Selecting speakers and presenters, including the appointment of the speaker for the Kenneth Fitzpatrick Russell Memorial Lecture.

5.2.2 Working with the speakers and presenters to prepare for the Symposium with administration, logistic and other support being provided by the Archivist and the Curator.

5.2.3 Managing costs associated Symposium and which are charged to RACS Collections department

5.2.4 After each symposium the Convener will produce a report of outcomes and lessons learned.

6. ASSOCIATED DOCUMENTS

Heritage and Archives Committee Terms of Reference
Cowlishaw Symposium Procedure

Approver: CEO
Authoriser: Council