

Terms of reference

Sonographer Policy and Advisory Group

Purpose

The role of the Sonographer Policy and Advisory Group [SPAC] ('the Committee') is to:

- Provide policy as well as advocacy advice and support to the Australasian Sonographers Association (ASA) in line with the ASA Strategic Intent by:
 - Identifying new and emerging policy and advocacy issues relevant to the ASA as they arise
 - Providing expert advice and where possible supporting this with research or other data on policy, industry and advocacy issues facing the sonography profession
 - Acting as the authoritative source and providing expert advice on the technical aspects of sonography
 - Prioritising and developing professional standards, policies

Reporting

- SPAC minutes are to be uploaded to the portal.
- The Committee will submit recommendations and other work to the board for decision and approval as per the usual ASA governance procedures.
- The ASA office will inform the committee on any policy and advocacy items that arise and provide feedback on recommendations and advice put forward by the committee.
- The Chair is responsible for reporting the business of the SPAC to the Board

Structure

- The Committee has up to fourteen (14) standing Members, appointed by the Board, including:
 - A minimum of one (1) and a maximum of three (3) directors of the Board
 - Up to nine (9) ordinary members of the ASA; appointed for three (3) years
 - Two (2) ASA staff: The Chief Executive Officer; a Policy & Advocacy staff member.
 - Ideally the membership of the SPAC will have a diversity of backgrounds, including public & private sectors; city & rural/remote.
- The role of Chair will be appointed annually as part of the Board office bearer elections and will be a Board Director.
- The Secretariat will be a Policy & Advocacy ASA staff member.
- The Committee will meet at least Quarterly, via Zoom or face-to-face, with additional meetings as required. A maximum of two (2) face-to-face meetings will be held per annum

- A quorum is formed through half the number of standing members plus one.

Expected Outcomes

The SPAC will:

- directly contribute to the ASA’s responses to government and industry consultations
- produce at least two clinical statements and two position statements each year, including reviewing and updating existing ASA resources as needed
- collectively, or in smaller working groups, provide assistance to policy and advocacy projects
- provide other advice to the ASA as required

Commitment & responsibilities

As a member of the SPAC you are requested to:

- monitor the SPAC discussion forum and respond promptly to notifications/requests
- contribute regularly by attending the SPAC meetings and volunteering for tasks as needed.

If unable to fulfil these commitments and responsibilities or you wish to relinquish your role the Chair and Secretariat should be notified.

Confidentiality & Conflict of Interest

- All members are required to sign a confidentiality and conflict of interest statement upon commencement with the SPAC.
- The SPAC by consensus will determine if a member is required to abstain from voting or a topic of discussion.
- No Member of the SPAC is permitted to speak on behalf of the ASA.

Committee appointments

- Vacant and expiring ordinary member appointments to the SPAC will be filled using an annual call for expressions of interest (EOI) from the ASA membership in February.
- EOIs will be assessed by a panel composed of the Chair, an ASA office representative and one.
- The Board will decide new the SPAC appointments considering the assessments panels’ recommendation(s).

Decision Making

- Decision making is by a simple majority.
- If the SPAC is not able to reach a decision consensus, the decision will be escalated to the CEO.
- The Committee does not have the authority to enter into contracts or agreements independently.

Review

1.1. This ToR will be reviewed every two (2) years by the Board

Document ID	8000 / 20230621	Document Title	ASA Sonographer Policy and Advisory Group Terms of Reference
Release Date	21/06/2023	Review Date	21/06/2025