

# Terms of reference

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## New Zealand Sonographers Advisory Group

### *Purpose*

The role of the New Zealand Sonographers Advisory Group [NZSAG] ('the Group') – is to:

- Provide New Zealand related policy and advocacy advice and support to the Australasian Sonographers Association (ASA) in line with the ASA Strategic Intent by:
  - Identifying new and emerging New Zealand 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 New Zealand policy, industry and advocacy issues facing the sonography profession.

### *Reporting*

NZSAG Minutes are to be uploaded to the portal.

### *Structure*

- The NZSAG has up to ten (10) standing Members, appointed by the Group itself, including:
  - Up to ten (10) ordinary New Zealand members of the ASA; appointed for up to three (3) years
  - Up to two (2) New Zealand student members of the ASA; appointment to be reviewed annually, based on their student status, and appointed for up to three (3) years
- Plus, two (2) ASA staff: The Chief Executive Officer (CEO); and a Policy and Advocacy staff member.
- Ideally the membership of the NZSAG will have a diversity of backgrounds, including public and private sectors; city and rural/remote
- The role of Chair will be appointed annually by an election from within the Group and approved by the CEO
- The Secretariat will be a Policy and Advocacy ASA staff member
- The Group will meet at least Quarterly, online or face-to-face, with additional meetings as required. A maximum of one (1) face-to-face meeting will be held per annum
- A quorum is formed through half the number of standing members plus one.

### *Expected Outcomes*

The NZSAG will:

- directly contribute to the ASA's responses to New Zealand government and industry consultations
- collectively, or in smaller working groups, provide assistance to New Zealand policy and advocacy projects

- provide other advice on New Zealand related issues to the ASA as required.

### *Commitment & Responsibilities*

As a member of the NZSAG you are requested to:

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

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

### *Confidentiality*

- All members of the Group will be required to sign a confidentiality agreement upon commencement on the Group.
- No member of the Group is permitted to speak on behalf of the Association.

### *Decision Making*

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

### *NZSAG appointments*

- Vacant and expiring ordinary member appointments to the NZSAG will be filled using an annual call for expressions of interest (EOI) from the New Zealand ASA membership in November
- EOIs will be assessed by members of the NZSAG, who will approve new appointments
- If the number of EOIs exceeds the number of vacant positions, members will be required to vote on appointments, in the best interests of the Group.