



# Volunteer Information



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Peter Coombs generously volunteers his time and expertise in many ways to assist the ASA. He is a regular presenter, and chairperson of the ASA's Education Advisory Committee. He is a previous recipient of the ASA's prestigious Pru Pratten Memorial Award for his outstanding contribution to the sonography profession.

# Volunteering with the ASA

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Thank you for considering volunteering with the Australasian Sonographers Association (ASA). You will be joining a large network of members who work for the sonography community throughout Australia and New Zealand. We welcome you to the team and look forward to your participation, whatever your role may be.

Volunteers are an essential part of the ASA and the role of every volunteer is significant. By sharing your expertise and time you are helping us to provide the sonographer community with a range of extensive member benefits and ensure that we are able to achieve our core objectives.

Members volunteering with the ASA find it an excellent way to enhance their skills and knowledge; develop a wide network of colleagues; and exchange ideas in a variety of forums. We appreciate all members who volunteer and value their contribution which directly contributes to our growth and success.

We are guided by the *National Standards for Volunteer Involvement (2015)* as well as our organisational values - member focused, accountable, courageous, integrity, unity and innovative.

These values are the foundation upon which our activities are built and articulate the culture and ideals to which the Association holds itself accountable. They are just as important for our volunteers as our staff.

We anticipate that you will have an interactive and productive experience with us and we wish you all the enjoyment and satisfaction you can get from being a volunteer.

Thank you for your support. We wish you every success in volunteering with us.



Tony Coles  
Chief Executive Officer



# About the ASA

The ASA is the peak body and leading voice for sonographers in Australia and New Zealand, whose vision is to ensure a sonographer is recognised as the expert in ultrasound across the community. It was formed in 1992 in response to the need for an organisation that exclusively represented sonographers and the sonography profession addressing their specific needs and challenges.

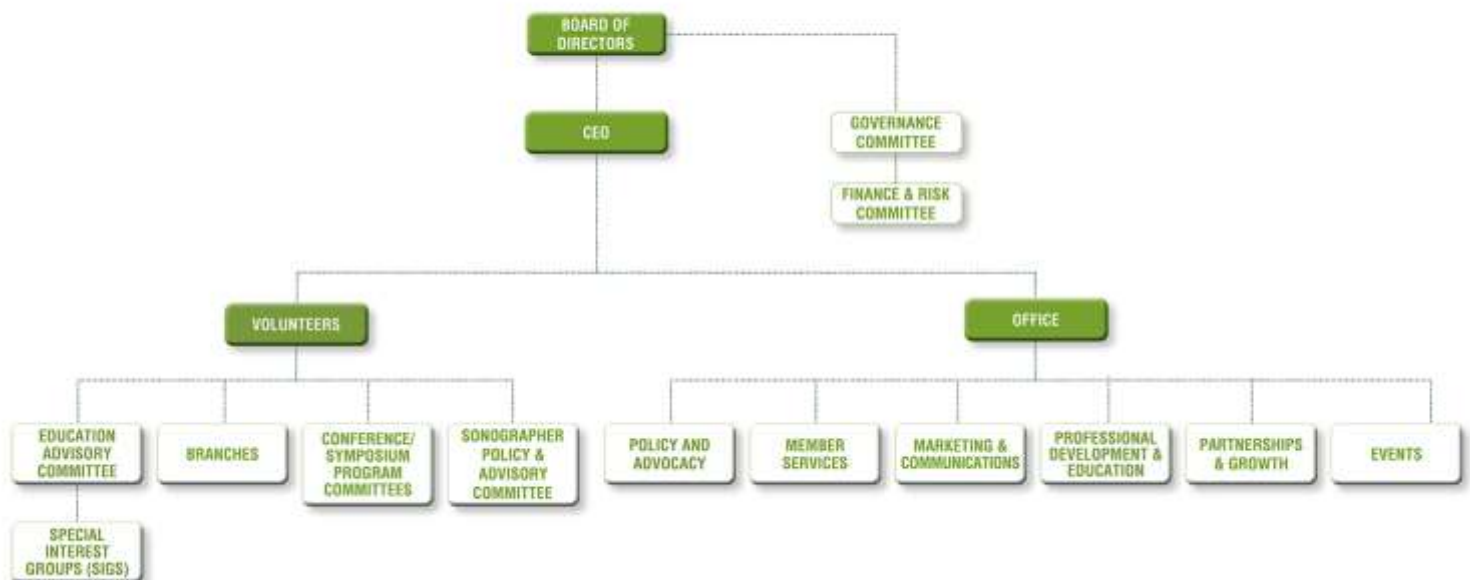
We now have a financial membership of over 70% of sonographers in Australia and a growing base in New Zealand. Our purpose is to lead the sonography profession in delivering excellence in ultrasound for the community. We are dedicated to ensuring all of society has access to the highest quality ultrasound service.

We recognise that our employees and volunteers are key contributors to every aspect of our activities. As a not-for-profit charitable association, we rely on membership subscriptions, earnings from delegates and sponsorship from our corporate partners, as well as the contribution of volunteers to achieve our purpose. We pride ourselves in selecting intelligent, innovative and talented people whose values align with those of the organisation

We recognise that volunteers are key contributors to all our activities. It is through our volunteers selfless giving of time, their commitment to excellence, a positive attitude and a willingness to work as a team that we can achieve our goals.



## ASA ORGANISATION CHART



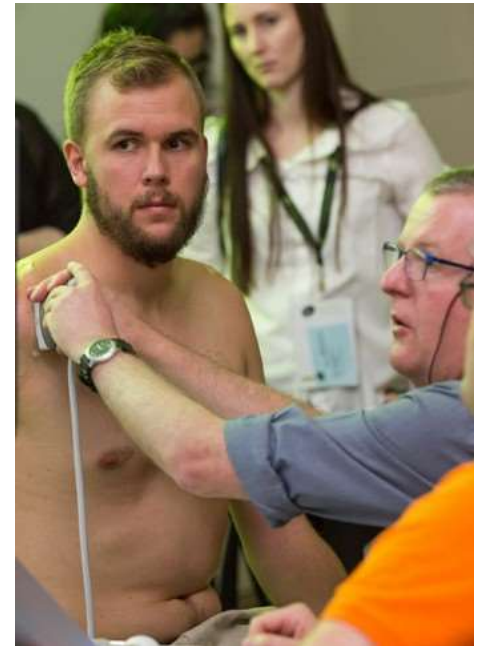
# ASA Strategic vision

The ASA's *Strategic Intent 2021-2023* sets a clear direction for the Association's future. It guides the ASA in supporting the sonography profession and how it responds to emerging issues and opportunities as they rise

The goals of the ASA, as outlined in the *Strategic Intent*, are to:

- promote and advance the sonography profession
- drive the quality and standards of sonography practice
- facilitate comprehensive skills and professional development opportunities in ultrasound
- innovate and evolve to deliver organizational excellence, sustainability and value for members
- Nurture a great organization to belong to

All ASA activities are to align with the Strategic Intent



Strategic Intent 2023–2025



asa australasian sonographers association

**PURPOSE**  
developing the sonography profession to deliver better health through ultrasound

**VISION** a healthier world through sonographer expertise



# How ASA volunteers contribute

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Members who volunteer their time are key contributors to every aspect of our activities. Each year, hundreds of members give their time and expertise to contribute in a range of ways for the ASA. It is through our volunteers' commitment to excellence, positive attitude, and willingness to work as part of a team with the ASA office, that the Association achieves its goals.

There are lots of ways you can get involved. We have opportunities to match the expertise and interest of all sonographers!

## Join a committee

Joining a committee is a perfect way to expand your professional network while providing expertise and experience to the sonography profession. We have numerous volunteer committees, which regularly seek new members.

### Branch committees

Branches are based on their geographical location. They are the ASA's foundation and an easy way to start volunteering with the ASA. The role of the ASA's branches is to organise branch meetings and workshops to:

- Provide education and networking events for local members
- Promote membership of the Association to local sonographers
- Support the strategic intent of the Association

The ASA currently has active branches in the following areas:

**Australia** – Australian Capital Territory, New South Wales, Queensland, South Australia, Tasmania, Victoria, Western Australia, Alice Springs, Toowoomba-Darling Downs, Far North Queensland, Gippsland, Gold Coast, Goulburn Valley, Hervey Bay, Illawarra, Mackay, Moreton Bay, Newcastle, Townsville, Northern Territory, Riverina.

**New Zealand** – Auckland-Waikato, Mid-Central, Wellington.

If there is not a branch listed that you could join due to distance, consider forming a new local branch. The Member Services Team can assist with this process.



Members gather for a Branch meeting in WA

# How ASA volunteers contribute *continued*

## Special Interest Group (SIG) committees

The SIG committees:

- provide advice to the Australasian Sonographers Association (ASA) on issues relevant to the specialty
- work with the ASA in the development and production of resources relevant to their specialty
- assist with developing CPD opportunities in their streams such as SIG Days, workshops, ASAOnline and major events.

The SIG committees are General, Cardiac, Research, Paediatric, Musculoskeletal, Vascular, Emerging Technologies, Women's Health and Sonographer Health and Wellbeing

## Education Advisory Committee (EAC)

The EAC is formed by the chairs of the SIGs to provide advice and recommendations regarding education.

The EAC is responsible for:

- Collaborating with the ASA office to formulate a list of speakers and topics for online activities such as webinars, learning modules and podcasts, as well as CPD events
- Reviewing applications for the Annual Conference program committee.
- Providing oversight, leadership and assistance to the annual conference program committee and SIG committees (in consultation with the ASA office) to develop balanced, relevant and quality scientific programs
- Collaborating with the ASA office to evaluate educational events and make recommendations for future changes
- Supporting the exploration and assisting with future revenue streams from education activities.



# How ASA volunteers contribute *continued*

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## Conference program committee

The committee develops the program content and sources the speakers for the Annual Conference in collaboration with the EAC and the ASA office.

## Sonographer Policy and Advisory Committee (SPAC)

In collaboration with the ASA office the committee provides policy as well as advocacy advice and support to the Board of Directors (the Board) in line with the board's Strategic Intent.

## Fellowship Panel

Apply the established Policy to ensure the status of Associate Fellow (AFASA) and Fellow (FASA) of the ASA are appropriately granted.

## Sonography Editorial Board

The Sonography Editorial Board is a group of experts from the sonography profession. Editorial Board members are involved in reviewing manuscripts, advising on the journal's aims and scope, suggesting topics and assisting to produce special and virtual issues and more.

## Awards of Excellence Judging Panel

The role of the ASA's Awards of Excellence Judging Panel is to review the nominations for all the Awards of Excellence and Pru Pratten Memorial Lifetime Achievement Award, apply the established criteria to determine all finalists and winners in a credible process that ensures results are above censure, and review and make recommendations regarding the Awards and judging criteria.

## New Zealand Sonographers Advisory Group

The New Zealand Sonographers Advisory Group (NZSAG) provides expert advice and information on New Zealand policy, industry and advocacy issues facing the sonography profession.

## Student Volunteers at National Conference

Current student members are invited to apply to volunteer at the National Conference annually to assist the ASA staff to run the largest sonography event in the southern hemisphere. Applications open online generally in March.

## Become a presenter

Education presenters contribute to the professional development of sonographers and gain a strong sense of 'giving back' to the profession.

Presenter opportunities are available through:

- Submitting an abstract for presentation or an Poster at the ASA's Annual Conference
- Presenting a case study at an annual branch Interesting Case Study Night
- Presenting a talk through our wide network of branches
- Hosting an **asawebinar**
- Guest speaking on an **asaPodcast**
- Take your skills and knowledge out to sonographers across Australia and New Zealand with our Travelling Workshops
- Selected members are invited to present educational material at the ASA's Annual Conference and Special Interest Group Days



## How ASA volunteers contribute *continued*

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### Put pen to paper

The dissemination of evidence-based findings has an important role to play in advancing the standards and profile of the sonography profession. Submit your evidence-based findings for publication in *Sonography* the ASA's international peer-reviewed journal.

### Become a peer reviewer

The ASA Editorial Board often seeks sonographers to review manuscripts. Peer reviewers anonymously provide detailed feedback to authors as necessary, with a view to ensuring final articles are of an appropriate standard for publication in the peer reviewed journal *Sonography*.

### Join the ASA Board of Directors

The ASA Board sets the ASA's direction and is responsible for steering the organisation towards a sustainable future by adopting sound, ethical, and financial management policies, as well as by making sure there are adequate resources to achieve its goals.

The ASA Board of Directors consists of up to seven sonographer members elected by members and up to three external Directors with complementary skills. The Board of Directors appoints the President and Vice-President, as well as participants on sub- committees and various representative positions.

### [The ASA Board](#)

Queensland Branch holding a fun Trivia Night



# Volunteer recognition

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## ASA Awards of Excellence

Members who volunteer for the ASA may be recognised through our annual Awards of Excellence, which recognises and honors outstanding achievements in sonography. This is how we celebrate our most outstanding sonographers and reward their excellence, best practice and outstanding contributions to the ASA and the sonography.

From 2018 the ASA Volunteer of the Year award became known as the Sue Caitcheon Memorial Award, in honour of active ACT member and volunteer Sue Caitcheon who passed away in 2017. This award acknowledges a significant and highly valued contribution to the ASA and the profession by a volunteer.

## Other forms of recognition

- Volunteers earn continuing professional development (CPD) points for committee meetings and other activities performed in their voluntary capacity.
- Many volunteer activities also contribute to the service record of members applying for Fellowship or Associate Fellowship of the ASA.
- Sonography Editorial Board members and peer reviewers are acknowledged in the first issue of the journal each year.



Daniel Rae recipient of the **Sue Caitcheon Memorial – Volunteer of the Year** award at ASA2022 Melbourne, is a dedicated educator and an active member of the vascular special interest group committee as well as Chair of The Sunshine Coast Branch

# The ASA's commitment to all members who volunteer

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The ASA will:

- recognise and value the commitment of volunteers to the ASA
- treat volunteers with respect and courtesy at all times
- treat volunteers in a non-discriminatory manner
- keep volunteers informed of activities and events
- openly communicate with volunteers about the ASA and all things affecting their work
- provide regular feedback and involvement in decision making where appropriate
- encourage volunteers to contribute their ideas and thoughts
- provide a safe and healthy working environment for volunteers
- provide clear guidelines/procedures for their role
- listen to any problems in respect of their volunteering and act in a fair, timely and reasonable manner
- clarify the entitlement for reimbursement of travel and out-of-pocket expenses and provide prompt reimbursements.

Volunteers' responsibilities to the ASA are to:

- display appropriate professional behaviour at all times when representing the association
- treat everyone with respect, courtesy, and in a non-discriminatory manner
- display ongoing commitment to their role, the ASA and its goals
- declare all potential conflicts of interest
- carry out the role as agreed responsibly, ethically and with a positive attitude
- ask for support; discuss and resolve problems when required
- observe all safety regulations and procedures
- report any workplace hazards or injuries to the ASA in a timely manner
- provide sufficient notice before they leave their role

For further information on any of these volunteering opportunities please contact [memberservices@sonographers.org](mailto:memberservices@sonographers.org)



## Volunteer insurance

The ASA maintains relevant insurance policies to cover volunteers who suffer injury or illness in the course of their volunteer engagement with the ASA.

## Privacy

The ASA complies with the *Privacy Amendment (Private Sector) Act 2000* (Cth), which amended the *Privacy Act 1988* (Cth), as well as the *Information Privacy Act 2000* (Vic).

This legislation protects personal privacy with rules for collecting, using and storing personal information. In compliance with this legislation, the ASA will:

- not permit or allow any information, personal or otherwise, to be used in any manner other than for the purpose of conducting the activities of the ASA
- not permit or allow any information to be conveyed in any manner to a third party without the expressed consent of the provider, or without lawful exception to do so, i.e. to prevent a serious and imminent threat to someone's life or health
- provide details of the use of any such information to the provider if requested to do so. Volunteers are also expected to adhere to this policy.

## Confidentiality

All records, documentation, notes and other information, in full or in part, obtained during the course of volunteering with the ASA must be treated as confidential.

You should not use or attempt to use any information that you acquire in the course of your volunteering with the ASA for personal gain or in any manner that may injure or cause loss or be calculated to injure or cause loss to the ASA.

We ask you to be discreet with all ASA information and in particular you should not disclose or divulge any information about the ASA gained during the course or following your service without the ASA's prior written consent.

## Media and public comment

If approached for comment, please refer the enquiry to the ASA Office. Only the President and CEO are permitted to speak to the media about the ASA.

## Contracts

All contracts must be referred to the ASA Office for signing. Contracts are to be signed by authorised staff of the ASA to ensure compliance with the delegation of authority.



FOR MORE INFORMATION PLEASE CONTACT:

Member Services Team

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