



SCHOOL OF MEDICINE

GUIDELINES FOR THE ADMINISTRATIVE MANAGEMENT OF SCHOOL OF MEDICINE COMMITTEES

1.0 Objective

School of Medicine recognize that Committee members have several responsibilities internal and external to UTAS and proper management of meetings is crucial to preeminent Committee representation, maximize meeting attendances and effective decision making.

The purpose of the guidelines is to clarify and formalise respective responsibilities of Committee Chairperson(s) and administrative executive support staff to facilitate the management of the meetings and good meeting outcomes.

2.0 Scope

The guidelines will apply to all School of Medicine Committees and will form part of the governance arrangements applying to each Committee. Wherever possible, the guidelines will be incorporated in the Terms of Reference for each Committee either by reference to this policy or by direct inclusion in the governing rules.

3.0 Management of Meetings

3.1 Executive Support will notify Committee members of forthcoming meeting, no later than 10 calendar days before meeting is scheduled. The advice of meeting will include:

- Date, time and venue
- Requests for agenda items
- Confirmation of availability
- Requirement and details for teleconference/video links

Attendees are to provide this information to Executive support within two working days

3.2 Executive Support will draft agenda from prior meeting minutes, received requests for agenda items and requests from Chair, no later than 8 calendar days before scheduled meeting. The draft agenda will be forwarded to Chair for review/approval

3.3 Committee Chair will advise Executive support of final agenda for distribution no later than 6 days before the scheduled meeting

- 3.4 Executive Support will distributed agenda and associated papers to Committee members no later than 5 days before the scheduled meeting. If the Chair has not approved the agenda, the papers will be distributed regardless. Wherever possible, Chair will timetable distribution of agenda and papers to allow Committee members one weekend to prepare for meeting
- 3.5 There will be no changes to papers/agendas once distributed to Committee members
- 3.6 Late papers will only be accepted if:
- Approved by Chair,
 - Provided for distribution at least 3 working days before scheduled meeting, and
 - Paper critical to decision making at scheduled meeting; ie cannot be deferred to next scheduled meeting
- 3.7 Where Chair is unavailable for the meeting he/she will nominate alternate Chair or Committee members can elect a Chair at the beginning of meeting.
- 3.8 Meeting will only be cancelled by Chair and where at least three days notice can be provided unless major catastrophe has occurred.
- 3.9 Minutes will be circulated as draft to all Committee members within 5 working days of the meeting.