

# **ANZLAA CPD Committee**

## **Terms of Reference**

(Last modified 6<sup>th</sup> December 2018)

### **Roles of the CPD Committee**

The ANZLAA CPD Committee will be responsible for the direct implementation and operation of ANZLAA Continuing Professional Development (CPD) Program. The Committee's tasks will include:

- Providing advice, notifications and general support for the CPD Program.
- Setting the number of points available for specific CPD activities.
- Liaising with the ANZLAA secretariat to review members' points and conduct audits.
- Ensure that the CPD Program is reviewed and, if necessary, refined periodically.
- Submit a report each year to the ANZLAA Annual General Meeting.
- Promoting awareness of the CPD program within ANZLAA and to external bodies.

### **Membership of the CPD Committee**

Members of the CPD Committee will be appointed by the ANZLAA Executive and will comprise:

- A Chairperson.
- A Deputy Chairperson.
- Two General Members.
- A member of the ANZLAA Executive if not included in the above.

The Chair, Deputy Chair and General Members will be appointed by the ANZLAA Executive after seeking Expressions of Interest. Selection criteria will include relevant experience and should, where reasonably possible, help to represent the diversity of the ANZLAA membership. All committee members must be current members of ANZLAA.

Casual vacancies may be filled at the discretion of the ANZLAA Executive. A member of the Committee appointed through a casual vacancy will remain on the Committee until the conclusion of the term of the member that they replaced; membership for subsequent terms shall be subject to the usual procedures.

A former member of the CPD Consulting Group may be appointed to the Committee (and vice versa) although an individual may not be a member of both bodies at the same time.

The roles of positions on the Committee will be:

- Chair: Convenor of meetings and contact point between the Committee and other stakeholders including the CPD Consulting Group, the ANZLAA Executive, the ANZLAA Secretariat and ANZLAA members.
- Deputy Chair: Taking minutes of meetings and serving as Acting Chair in the absence of the Chair.
- Other members: Contribute to the work of the Committee as required.

Prior to joining the Committee, incoming members must confirm their acceptance of the 'Conditions of Membership of the ANZLAA CPD Committee' (attached). Acceptance should be sent to the CPD Committee Chair who will forward it to the Secretary of the ANZLAA Executive.

The basic term of membership of the Committee will be one year renewable up to a total of three years. Extension of membership beyond three years may be granted at the discretion of the ANZLAA Executive.

The standard starting date for a term of membership will commence at the conclusion of the ANZLAA Annual Conference in the year in which the member accepted appointment to the Committee. The starting date for members filling a casual vacancy on the Committee will be agreed between the member and the ANZLAA Executive.

Membership of the Committee may be deemed to have lapsed if a member does not contribute to the work of the Committee for a period of six months or more.

A member may be removed from the Committee if it is agreed by a simple majority of the ANZLAA Executive to be in the best interests of the CPD Program or ANZLAA more broadly.

Membership of the CPD Committee will be on an entirely honorary basis. Members must declare any conflict of interest at the time of their appointment and subsequently when dealing with any business of the Committee where a conflict of interest may apply.

### **Operation of the CPD Committee**

The Committee will report to the ANZLAA Executive.

Meetings and the business of the Committee may be conducted by whatever means is agreed to be most convenient. This may include email, teleconference, videoconference, face to face meetings or a combination of these.

Meetings shall be deemed quorate if at least three members are participating. A member may appoint another member of the Committee as a proxy if they are unable to participate in a meeting.

The Chair will preside as chairperson of meetings; in the absence of the Chair, the Deputy Chair will preside as Acting Chair.

The frequency of meetings shall be determined by agreement among the Committee members but should be at least twice a year.

Minutes of Committee meetings must be taken by the Deputy Chair or by another member of the Committee appointed by the Chair or Deputy Chair and present at the meeting.

A draft of the minutes must be circulated for approval by all CPD Committee members who attended the meeting no more than one week following the meeting. A copy of the approved minutes must then be circulated to all members of the CPD Committee and to the ANZLAA Executive in a timely manner.

The Committee must provide a report on its activities to the ANZLAA Annual General Meeting.

A member of the CPD Committee must absent themselves from all discussions relating to their own participation in the CPD Program.

Neither the CPD Committee nor the CPD Consulting Group may formally represent ANZLAA unless requested in writing by the ANZLAA Executive.

### **Communication with the CPD Consulting Group**

The Committee should seek advice from the CPD Consulting Group on matters which may have significant or ongoing implications for the CPD Program; this includes reviews of the Program. The Committee may also seek advice from the Consulting Group on other matters such as those upon which it is unable to reach consensus.

Subject to privacy constraints, the Consulting Group must be provided with any information from the CPD Committee that it deems reasonably necessary to reach an informed opinion.

Advice provided by the Consulting Group must be given due consideration by the CPD Committee but is not binding.

If a significant difference of opinion arises between the Consultation Group and the Committee which cannot be resolved by the two parties, the matter shall be referred to the ANZLAA Executive for a decision.

### **Auditing**

The CPD Committee will conduct periodic audits of points claimed by participants and may do so at a time of its choosing. This will require participants to provide documentary evidence to substantiate their claims for points.

Members of the CPD Committee must not be involved in auditing participants with whom they have a formal professional or personal relationship.

Participants who have claimed points that are clearly in excess of audit totals may be required to reduce their total to a level agreed by the CPD Committee. In cases regarded as sufficiently serious, the participant may be suspended or removed from the CPD Program and if considered appropriate, the matter may be referred to the Executive for consideration under ANZLAA's constitutional provisions for disciplining members.

A participant who is suspended or removed from the Program may appeal to the CPD Committee. If the participant is not satisfied with the outcome of this appeal, they may lodge an appeal with the ANZLAA Executive. The decision of the ANZLAA Executive shall be final.

### **Issuing of Endorsements**

The CPD Committee will assess applications from participants wishing to be granted formal endorsement for points accrued above defined thresholds.

The thresholds for endorsement will be defined by the CPD Committee and should be reviewed periodically.

Eligibility for endorsement will be assessed on the basis of points claimed by participants when entering details of CPD activities into their personal profiles on the ANZLAA website. Details of points of all participants will be provided to the Committee by the ANZLAA Secretariat (Office Logistics Pty Ltd) on a quarterly basis or as requested by the Committee.

The Committee will advise the Secretariat promptly of endorsements so the Secretariat can maintain an up to date record for the issuing of certificates (see below).

Participants receiving endorsement may apply to the ANZLAA Secretariat for a certificate to recognise the level of endorsement. The Secretariat will only issue certificates to participants whose points tally has been confirmed by the Committee to be above the relevant threshold.

The Committee may conduct an audit of points claimed by any participant prior to issuing endorsement as well as at any other time.

### **Amending these Terms of Reference**

These Terms of Reference may be amended by a vote among the Committee members passed by a simple majority and approved subsequently by the ANZLAA Executive.

**ANZLAA CPD Committee**  
**Conditions of Membership of the ANZLAA CPD Committee**

**Incoming members of the CPD Committee must confirm their acceptance of these 'Conditions of Membership'.**

**This may be done either by sending an email stating that you accept these Conditions, or by submitting a signed copy of these Conditions. Your acceptance should be sent to the Chair of the CPD Committee who will then forward it to the Secretary of the ANZLAA Executive.**

By accepting an offer to join the ANZLAA CPD Committee, I agree to the following Conditions:

1. I will treat as strictly confidential all information relating to individual participants in the CPD Program and their employers to which I may be party as a member of the Committee. This undertaking extends to all personal data and confidential information including:
  - The names of participants in the CPD Program;
  - Details of an individual's CPD points, place of work and contact details; and
  - Information which might identify or allow inferences to be made about an employer or institution.

I understand that I must continue to treat the above material as strictly confidential after I leave the Committee.

2. I will only access data and information relating to the CPD Program if it is directly relevant to my role on the CPD Committee. I will ensure that all such material is stored in a manner that ensures confidentiality and security.
3. I agree to work within the CPD Committee's Terms of Reference.
4. I accept that I may be liable for any consequences that may arise in the event that I breach these Conditions.

\_\_\_\_\_  
Signature (or email confirmation)

Name:

Date: