

Executive Committee Terms of Reference

Updated	20 January 2025
Purpose	Outline the roles and responsibilities of the Executive Committees for the Australasian HIV&AIDS and Australasian Sexual and Reproductive Health Conferences

ABOUT ASHM

ASHM is a peak organisation of health professionals in Australia and New Zealand who work in HIV, viral hepatitis, other BBVs and sexually transmissible infections. ASHM draws on its experience and expertise to support the health workforce and to contribute to the sector, domestically and internationally. ASHM is a professional, not-for-profit, member-based organisation. It supports its members, sector partners and collaborators to generate knowledge and action in clinical management and research, education, policy and advocacy in Australasia and internationally. It is committed to quality improvement, and its products and services are sought after by governments, members, health care workers and affected people. ASHM's dedicated membership, high-calibre staff and commitment to partnership assure its effectiveness in achieving its mission.

COMMITTEE PURPOSE

The Executive Committee's purpose, in collaboration with ASHM, is to provide leadership and final decision making regarding the conference program and other conference activities in line with the conference objectives and meeting the needs of the multidisciplinary sector.

MEETINGS

The Executive Committee meet monthly in the lead up to the conference. The ASHM conference team will organize, chair and take minutes for all meetings. Committee members are required to attend at least 60% of the meetings, otherwise their position on the Committee may be discontinued and their complimentary registration forfeited (dependent on the ability to select a suitable meeting time for the majority).

EXPECTATIONS & RESPONSIBILITIES

Programming & Speakers

- Recommend topics and speakers to be included in the program
- Take part in the voting process for topics and speakers
- Make final decisions on which topics and speakers will be included in the program

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- Ensure there is no overlap or duplication of content suggested by the theme committees
- Ensure the program meets the conference objectives and represents the multidisciplinary sector
- Ensures gender balance, geographical balance and organization balance across the program
- Nominating judges for early career awards

Scholarships (where budget permits)

- Set scholarship criteria
- Review scholarship applications
- Decide on scholarships

Sponsorship

- Provide suggestions and contacts for sponsorship avenues and fundraising initiatives.
- Review grant applications if requested.

Marketing

- Assist with promotion of the conference via own networks and channels including promotion of abstract submission and scholarship opportunities
- Provide suggestions and contacts for local organisations that may assist with the promotion of the conference
- Review conference program to identify sessions, topics and speakers of interest that should be highlighted and provide information on the relevance or significance or the topic, session or speaker

Logistics

- Provide key decisions to the ASHM conference team when required
- Ongoing quick responses to emails will be paramount in order for the ASHM conference team to meet deadlines. The ASHM conference team will move forward with a majority response after the deadline set.



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At the conference

- Give a welcome presentation within the conference opening where applicable (co-convenors)
- Give a closing and thank you presentation within the conference closing where applicable (co-convenors)
- Be available to chair sessions as requested
- Be available to make decisions regarding any program changes that take place onsite
- Be available and willing to talk to media as requested and where applicable
- Assist with any filling any last-minute speaker withdrawals

BENEFITS

Committee members participate in the Committee on a voluntary basis. No sitting fees are provided. Committee members will receive:

- Complimentary registration (not including dinner ticket)
- Your name, affiliation and photo included on the conference website acknowledging of your contribution
- Opportunity for exposure and networking
- Ability to shape key topics and content within the conference
- Build your profile, develop professional relationships and strengthen ties within the sector
- Contribute to the innovation, inclusivity and best practices to improve health outcomes in our communities

EXECUTED AS AN AGREEMENT

I agree to participate in the Executive Committee in line with the responsibilities set by ASHM. I agree to advise as soon as possible of any leave periods that will mean tasks cannot be completed in time and make alternative arrangements

Signed:

Name

Date

Signature of Committee Member