



# SA IMET Executive Committee

## Terms of Reference

### Purpose

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SA IMET is a Health Advisory Council established to improve the quality of education, training and welfare for trainee medical officers within South Australia and to make recommendations for the accreditation of trainee medical officer positions in the State's health services.

The SA IMET Executive Committee is appointed in accordance with the SA IMET Health Advisory Council (HAC) rules to manage the mandate of the Council.

### Reporting

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The Executive will, through its Chair, report to the SA IMET Council (the Council) at each Council meeting on progress towards achievement of agreed outcomes.

The Chair will report to the Executive at each meeting on progress towards achievement of agreed outcomes and on decisions of the Council relevant to the Executive's activities.

### Functions

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Subject to the HAC rules, the functions and procedures of the Executive Committee will be determined by the Council.

### Proceedings of the Committee

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The proceedings of the Committee will be governed by the HAC rules (Part 3), excepting that:

- the Committee will meet at intervals and times necessary to carry out its functions and as determined by its Chair,
- there will be a maximum time allocation of 2 hours for each meeting,
- material which has not been circulated in accordance with the HAC rules may be tabled at meetings only for information or discussion and may only be voted on with the approval of the Chair.

### Powers

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The Committee will have the power to:

- hold meetings at times and places determined by the Executive Committee, to act on behalf of Council to take carriage of SA IMET business in line with the agreed strategic direction and reference to Council policy and procedures, and for this purpose, the Executive Committee may exercise all such powers and do all such things as are within functions of the Council and are not, by the *Medical Practice Act 2004* (or its successor) or the HAC rules or by a determination of the Council, required to be done by a meeting of the Council.
- seek advice from external experts;
- liaise and work with other Council Subcommittees and working groups;

- consult appropriately in order to obtain information relevant to the functions of the Committee;
- liaise with the Medical Board of South Australia (or its successor) and other key stakeholders.

## Membership

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The membership of the Committee is prescribed by the HAC rules to be as follows:

- Chairperson, who will be the presiding member of the Council;
- Deputy Chairperson, who will be the deputy presiding member of the Council;
- the presiding member/s of any Subcommittees established by the Council;
- a Trainee Medical Officer, appointed as a Member of the Council under Rule 23 of the HAC rules, nominated by the Council
- the *Health Care Act 2008* Employee Council Member with the position title (or equivalent position) of Medical Education Officer
- the *Health Care Act 2008* Employee Council Member with the position title (or equivalent position) of Director of Clinical Training.

## Support

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The Committee will be supported by the SA IMET secretariat to carry out its functions.

## Review

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The Terms of Reference will be reviewed by the Council annually.

## Next Review Date

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June 2011