



ANZSNR

**Australian and New Zealand Society for Neuroradiology (ANZSNR) Council
Terms of Reference (ToR)**

Name	ANZSNR Council
Date ratified	April 2023
Aim	To provide strategic direction and leadership of the ANZSNR.
Objectives	<p>To control and manage the affairs of the Society; and</p> <p>(a) may exercise all such functions as may be exercised by the Society, other than those functions that are required by this constitution to be exercised by a general meeting of members of the Society; and</p> <p>(b) has power to perform all such acts and do all such things as appear to the Executive Committee to be necessary or desirable for the proper management of the affairs of the Society.</p>
Scope	<p>Activities are subject to scope limitations as outlined below.</p> <ol style="list-style-type: none">1. Approval of expenditure (subject to any resolution passed by the society in the general meeting).2. Approval of projects relevant to the objectives of the council.3. Ratification of policies and guidelines.4. Establishment of subcommittees or working groups.
Membership and composition	<p>The Council will consist of:</p> <ul style="list-style-type: none">• The Executive Committee (office bearers) - the current President, the immediate past President, and the Secretary General (Treasurer). A President - Elect, may be added to the Executive Committee for the period between his or her election and taking up office on 1 July.• State and Territory representatives (general Council members), as follows:<ul style="list-style-type: none">- two from each of New South Wales and Victoria- one from each of Queensland, Western Australia, South Australia, Tasmania, Northern Territory and Australian Capital Territory.- one representative from New Zealand.• a formal Head and Neck/ENT representative• a formal paediatric neuroradiology representative; and• up to two persons co-opted to the Council from time to time in accordance with the constitution. <p>The total number of Council members is to be a maximum of 16.</p>

	<p>A member of the Executive Committee cannot also be a member of council in any other capacity. No person shall hold more than one office bearer or Council position concurrently.</p> <p>Power to Co-opt Members to the Council</p> <p>The Council can co-opt to the Council up to two persons, if:</p> <ul style="list-style-type: none"> (a) insufficient Council members are elected or appointed following an Annual General Meeting; or (b) a vacancy arises on the Council; or (c) the Council members determine by majority to co-opt a person or persons, which person or persons do not have to be members or full members of the Association. (d) Council determines that special expertise or representation is required. (e) Council determines that ex-officio representation is required. <p>The term of office of co-opted members shall be determined by the Council.</p> <p>The Council may at any time by resolution of the Council remove a co-opted Council member.</p> <p>Casual vacancies</p> <p>In the event of a casual vacancy (refer to clause 25.1 of the constitution for details of the cause) occurring in the membership of the Council, the Council may appoint a member of the Society to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.</p>
Term	<p>Council positions (including Executive Committee Members) are given a 3-year term, with the option of continuing for a further 3 years.</p> <ul style="list-style-type: none"> • The elected term of office of State Representatives who are Council members shall be three (3) years commencing on 1 July of the year of their election. • When an appointed Council members first term comes to an end, the secretariat will automatically invite that person to hold the position for a second 3-year term. If that person wishes to continue, they will be appointed for a subsequent 3-year term. If they do not wish to continue, a call for nominations process will be undertaken. • No State Representative Member shall serve more than two three-year terms of office as a State Representative, either consecutively or otherwise and will not be eligible to stand for re-election to Council until three years have elapsed since the expiration of their last term in office. • Each member of the Council is, subject to the ANZSNR constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election but is eligible for re-election.

<p>Meetings</p>	<ul style="list-style-type: none"> • The Council must meet at least 3 times in each period of 12 months via teleconference for between 1 – 2 hours. • Additional meetings of the Council may be convened by the president or by any member of the Council. • The Council may meet in person or by using any means of technology consented to by the Council members. <p>Notice of Meetings</p> <p>Oral or written notice of a meeting of the Council must be given by the Secretary-General to each member of the Council at least 48 hours (or such other period as may be unanimously agreed on by the members of the Council) before the time appointed for the holding of the meeting.</p> <p>Quorum</p> <p>A quorum for the transaction of the business of a meeting of the Council shall be one member of the Executive Committee and three other Council members.</p> <ul style="list-style-type: none"> • No business is to be transacted by the Council unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week. • If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved. <p>At a meeting of the Council:</p> <p>In the president’s absence, the immediate past-president is to preside; or if the president and the immediate past-president are absent or unwilling to act, one of the remaining members of the Council may be chosen by the members present at the meeting is to preside.</p>
<p>Reporting requirements</p>	<p>The Chair of the Council (President) will:</p> <ul style="list-style-type: none"> • Submit a summary report at the annual general meeting on key arising issues, current activities, and outstanding activities • Provide a Quarterly update for members.
<p>Responsibilities of Council Members</p>	<p>Conflict of Interest</p> <p>Any recognised or potential conflict of interest is to be declared and recorded in the minutes of the meeting.</p> <p>Disputes</p> <p>Disputes that cannot be satisfactorily resolved within the Council must follow the procedures as outlined in the Constitution.</p> <p>Meeting Attendance</p> <p>All members are to confirm their attendance or send their apologies as early as possible following notification of the scheduling of the meeting.</p> <p>Confidentiality</p> <p>Members must keep matters relevant to individual members or specific cases of patient care confidential.</p>

	<p>Conduct</p> <p>Members of the Council are required to:</p> <ol style="list-style-type: none"> 1. Attend meetings and actively participate in discussions at these meetings. 2. Read agenda papers and minutes of meetings. 3. Act with care and diligence and in the best interests of ANZSNR and the profession 4. Keep abreast of key issues, including bi-national & any international developments that may impact on the work and areas of responsibility of the Council. 5. Dedicate time outside of council meetings to undertake activities on behalf of the council, such as drafting of policies/guidelines/reports/communications, research, and provision of advice. 6. Assist in the development of relationships with partners and stakeholders. 7. Assist in the recruitment, training and mentoring of all new Council members.
<p>Recruitment /Appointment Process</p>	<p>All Executive and Council members are nominated and elected by the membership of the ANZSNR.</p> <p>A person nominated as a candidate for election as an office bearer of the Council must be a member of the society.</p> <p>Nominations</p> <p>Nominations of candidates for election as office bearers (Executive Committee members) or as ordinary Council members:</p> <ol style="list-style-type: none"> (a) must be made in writing, signed by 2 members of the Society, and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination); and (b) must be delivered via email, to the Secretary-General of the Society at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place. <p>If insufficient nominations are received to fill all vacancies on the Council, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.</p> <p>If insufficient further nominations are received, any vacant positions remaining on the Council are taken to be casual vacancies.</p> <p>If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.</p> <p>If the number of nominations received exceeds the number of vacancies to be filled, a written ballot is to be held.</p> <p>Written ballot</p> <p>The written ballot for the election of office-bearers and ordinary members of the Council is to be conducted at the annual general meeting in such usual and proper manner as the Council may direct.</p>

	<p>Result</p>
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The result of the election shall be announced immediately with the candidate receiving a majority of votes declared elected.