



ASA Board, Board Committees and Sub-Committee Guidelines

Committees covered by these rules:

- ASA Board
- ASA Finance Committee
- ASA Clinical Committee
- ASA Education Committee
 - ASA GP Education Sub-Committee
 - ASA BMSD Sub-Committee
 - ASA Nursing Education Sub-Committee
- ASA Membership Services Committee
 - ASA Councils Sub-Committee
- ASA Research Committee
- ASA NZ Branch Committee

Purpose: To provide current and new committee members with a level of expectation for involvement in any ASA Committee.

1. Committee members must be able to **commit to attend 75%** of the committee meetings held in each membership year (from 1 July to 30 June).
2. Any person who holds a position on the Board, Board Committee, or Sub-Committee is required to complete a **Declaration of Interests**. These will be collated and made available to all members of the Committee(s) in the Committee portal of the ASA website.
3. The first agenda item for all committee meetings should read: Conflict of Interest Statement - members having a direct commercial or financial interest in any item before this meeting must declare that interest to the Chair prior to consideration of the item, and must not take part in a vote on any matter concerning it."

Committee Chairs have the right to exclude those people from the relevant part(s) of the meeting, or they can be invited to contribute but not vote.

4. All Board and Committee members **should be members of the ASA**. Non-members may be invited to join a Committee on an adhoc basis as advisers.
5. Most meetings will be held by **teleconference**. Expenses for face to face meetings **require board approval**.
6. Committee membership will be reviewed annually, with Committee Chairs reviewing attendance and input to the Committee, prior to inviting individuals to remain on the Committee.