

ACIPC

Australasian College
for Infection Prevention and Control

Membership communication & engagement committee

Terms of reference

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Purpose

The purpose of the membership communication and engagement committee is to enhance communication and engagement with individuals who have an interest in infection prevention and control (IPC). The committee focuses on strengthening the profile of the profession and the college as the peak body for IPC.

Function

- Recommend IPC content for website, social media, and IPC News
- Consider other IPC resources such as webinars, Q+A seminars, discussion forums for members
- Develop strategies to retain existing members, including new members to the College from different sectors
- Recommend and develop IPC content for various channels.
- Promote active engagement and participation by providing suggestions for involvement in the college.
- Consider strategies and opportunities to retain existing members and attract new members from different sectors and demographics. This involves creating value-added benefits to encourage membership.
- Consider other IPC resources such as webinars, question and answers seminars, and discussion forums for members.
- Collaborates with the Australasian College for Infection Prevention and Control (ACIPC) Education Committee to identify areas of education based on members' feedback.

Membership

The committee will consist of a chair and up to 10 members with the requisite skills and experience.

- The chair of the committee is a board director appointed by the executive management team (EMT). If required, the chair may nominate one of the members as deputy chair or co-chair.
- Members are appointed by written application to the chair of the committee with final approval by the board of directors.
- Members serve a term of two years and may seek reappointment (Appendix 1 Current Committee).
- Members are required to attend a minimum of 75% of all scheduled meetings unless a leave of absence, or alternative arrangement has been approved by the chair or there is a cancellation of the meeting, which will be at the discretion of the chair.
- The committee should be made up of a diverse membership i.e., dental, veterinary, aged care, CSSD.

Reporting

The chair of the committee (or delegate) is required to:

- provide a written report to the board of directors using an approved reporting template each month;
- provide a yearly report to be included in the ACIPC Annual Report AGM.

Office support

The office of ACIPC will provide secretariat support to the committee and action the following:

- preparation of agenda and notice of meeting;
- recording of minutes of the meetings;
- circulation of draft minutes from the previous meeting to be circulated one week following the meeting;
- support the committee as required with resources to action committee activities. This includes support with writing articles, facilitating interviews, and progressing with engagement opportunities.

Confidentiality

Committee members are to maintain confidentiality on all issues discussed, and members' applications.

This requirement survives the termination or expiry of membership of the membership of the committee.

Conflict of interest

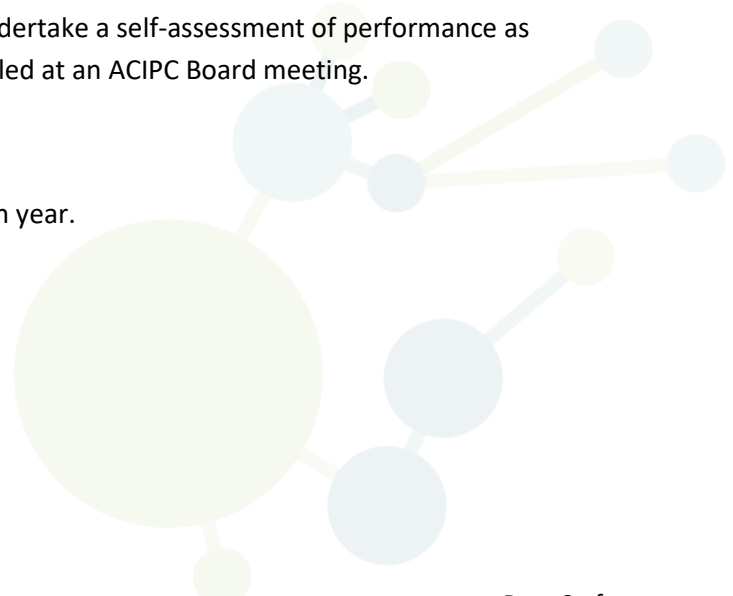
Members will at all times declare any actual/potential or perceived conflicts of interests and this will be noted in the minutes of the meeting. The chair will determine any action arising from any perceived conflicts of interest.

Review

At the end of each financial year, the committee will undertake a self-assessment of performance as directed by the committee chair. This review will be tabled at an ACIPC Board meeting.

Review of the terms of reference

The committee must review the terms of reference each year.



Effective date	30 July 2023
Authorised by EMT /board	ACIPC Board
Date for review	July 2024

Appendix 1

2022-2023 Membership Communication & Engagement Committee members

Chair:

Kylie Robb

Members:

Ann Whitfield (Co-chair)

Erica Short

Michael Wishart

Darren Martin

Dianne Smith

Sarah Thomas

Angela Willemsen

Gemma Saravanos

