



Executive Management Committee Terms of Reference (TOR)

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Approval

These Terms of Reference were approved by the Board on 12 May 2026.

Particulars

Purpose

The Executive Management Committee's (EMC) purpose includes:

- Providing strategic, governance and risk oversight between Board meetings
- Supporting the President's role and continuity of leadership
- Supporting and advising the Executive Manager (EM) on operational, governance and representation matters
- Supporting Committee Chairs
- Providing regular reporting to the Board on governance and risk management
- Escalating matters requiring Board consideration

Scope and Responsibilities

Strategic and Governance:

- Provide oversight of organisational performance between Board meetings
- Monitor key organisational activities and emerging issues
- Ensure alignment with Board strategic priorities
- Identify and escalate strategic and governance matters requiring Board consideration

Financial:

- Review and endorse financial management between Board meetings
- Authorise payments in accordance with the financial delegation policy
- Monitor financial performance between Board meetings

Risk Management:

- Maintain organisational risk as a standing agenda item
- Ensure all risks are escalated to the Board
- Review conflict of interest declarations and escalate to the Board or for noting as required

Operational:

- Receive updates from the EM on organisational activities and priorities
- Provide strategic guidance to the EM
- Prepare Board agenda and actions ahead of Board meetings
- Ensure the minutes of previous Board meetings are an accurate record
- Support implementation of Board decisions through oversight
- Escalate matters to the Board as required
- Provide strategic guidance for ACIPC staff, including IPC Consultants



- Monitor key activities, including those undertaken by IPC staff
- Respond to matters regarding ACIPC staff escalated through the EM

Committee Chairs:

- EMC supports Chairs and ensures alignment across committees
- Provide strategic and governance support to committee chairs between board meetings
- Respond to operational matters escalated through the EM

Representation and Advocacy:

- Represent the College at high-level engagements with government
- Represent the College at International Conferences
- Represent the College in the media
- Represent the College in advocacy for members and IPC
- Provide leadership and direction on advocacy
- Appoint members to represent the College in line with the representation policy

Delegated Authorities

The Committee has delegated authority from the Board to:

- Consider and endorse matters before Board submission
- Act on urgent matters between Board meetings where required, within approved delegation, and notify the Board of any actions taken.
- Prepare out of-session resolutions where urgent matters require a Board decision
- Escalate strategic, governance and risk matters to the Board
- Authorise payments in line with the annual budget
- Sign agreements on behalf of the Board

Governance

- The EMC acts under the direction of and reports to the Board
- The EMC does not make decisions on matters reserved for the Board
- The EMC serves as a mechanism for escalation and oversight between operational and Board levels

Committee Members

The appointed committee members are listed on the ACIPC website:

<https://www.acipc.org.au/about/committees>

Committee Membership

Chair

The President is the Chair for a term of two years.



Membership

- President
- President Elect
- Immediate Past President
- Executive Manager
- Office Manager

Committee Operation

Formation and Dissolution

All committees are established by the Board and may be dissolved at the Board's discretion.

Meetings

- The Chair will convene virtual committee meetings every four to six weeks.
- Additional meetings are held as requested to address emerging issues in a timely manner

Quorum

A quorum for meetings is a majority of members.

Decision-Making

Decisions will generally be made by consensus. If consensus cannot be reached on significant matters, the Chair may call a vote.

Voting

All members are eligible to vote.

Actions and Outcomes from Meetings

- Actions and outcomes will be recorded and circulated following each meeting
- The Board will have access to meeting records
- Matters requiring escalation will be referred to the Board

Review of the Terms of Reference (TOR)

- The Board establishes the TOR for the committee.
- The committee will review the TOR annually and recommend amendments to the Board.
- The Board will approve any changes

Confidentiality

Committee members must maintain the confidentiality of all discussions and materials, unless otherwise authorised.



Conflicts of Interest

Committee members are expected to always act in the best interests of the College. Members must avoid situations where their personal, professional, or financial interests conflict, or appear to conflict, with their responsibilities to ACIPC.

All committee members are required to:

- Disclose any actual, potential, or perceived conflicts of interest as they arise.
- Comply with the processes for managing conflicts of interest as outlined in ACIPC's **Conflict of Interest Policy**.

Disclosures will be recorded in meeting record and, where required, in ACIPC's Conflict of Interest Register. The Chair, in consultation with the committee (excluding the conflicted member), will determine the appropriate course of action in managing any conflict in accordance with ACIPC's **Conflict of Interest Policy**.

Roles on Committees, Panels and Working Groups

The attached policy *Roles on Committees, Panels and Working Groups* outlines the roles of the Chair, Deputy Chair, Board Representative and College Staff on a committee.

The policy can also be found in the members section of the ACIPC website:

<https://www.acipc.org.au/members/policies>

Support

College staff members appointed to committees provide general support and, where relevant, expertise in infection prevention and control (IPC). The level of staff support will be determined based on the scope and responsibilities of the committee. The Chair will discuss staff support with the Executive Manager.

The office will provide the following administrative support:

- Scheduling and coordinating virtual committee meetings
- Preparing and distributing meeting agendas and materials
- Taking and distributing meeting actions and outcomes
- Maintaining and updating committee membership lists
- Assisting with budget tracking and financial reporting, as required
- Ensuring compliance with governance requirements
- Managing committee documentation and filing systems
- Issuing Expressions of Interest for committee members
- Uploading approved materials to the College's website
- Managing communication with external stakeholders
- Managing social media communication to support the committee's activities



ACIPC

Australasian College
for Infection Prevention and Control

Further Information

- Committee Workplan Template (PDF attached)
- Roles on Committees, Panels and Working Groups (PDF attached)
<https://www.acipc.org.au/members/policies>
- ACIPC Committee Survey
<https://www.surveymonkey.com/r/YPJJSPM>
- ACIPC Policies
<https://www.acipc.org.au/members/policies>

