

TERMS OF REFERENCE

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1. Name of Society and Key Terms

- 1.1. The society is named the Australian Society for Simulation in Healthcare (ASSH).
- 1.2. ASSH exists as a “Chapter” of Simulation Australia Ltd
- 1.3. Simulation Australia represents the “Company” referred to in the Simulation Australia’s Constitution.
- 1.4. The Terms of Reference presented herein are subordinate to, and in addition to those contained within the Simulation Australia’s Constitution.
- 1.5. The ASSH Chapter Committee is otherwise known as the “ASSH Executive Committee”.
- 1.6. The Society for Simulation in Healthcare (SSH) is formally affiliated with ASSH via Simulation Australia. The TOR of this relationship are outlined in the “Agreement between the Society for Simulation in Healthcare and the Simulation Industry Association of Australia Ltd” dated 20th August 2007.

2. Mission Statement

To promote simulation education, training and research, to enhance the safety and quality of healthcare in Australia.

3. Guiding Principles

The society should:

- 3.1. Strive to advance knowledge, technologies and practices relevant to healthcare simulation.
- 3.2. Advocate for all key stakeholders who accept the society's mission, including but not limited to groups representing government, industry, simulation practitioners, developers, clinicians, academics and the community.
- 3.3. Achieve objectivity and independence regarding decision-making, official viewpoints and communications concerning healthcare simulation issues.
- 3.4. Ensure its practices, viewpoints and affiliated activities are ethical, address consumers' perspectives and are subject to appropriate risk minimization.

4. Objectives

- 4.1. To develop standards of practice regarding the key applications of simulation including education, research and optimization of safe patient care.
- 4.2. To foster a national network of professionals working within the simulation field (including clinical educators, academics researchers and developers, technical experts, managers etc)
- 4.3. To advocate for continued development and availability of simulation-based modalities for key applications including education, research and optimization of safe patient care.
- 4.4. To form affiliations with societies and groups having common goals in relation to simulation and safety and quality in healthcare.
- 4.5. To promote the professional development of individuals working in the simulation field.
- 4.6. To advise on legislation related to the use of simulation in healthcare.
- 4.7. To be recognized as the official representative of stakeholders within Australia.
- 4.8. To lobby state and federal health, education and safety & quality agencies to accept simulation as a key element of future healthcare training and allocate appropriate funding and resources to facilitate advancement of simulation in healthcare.

5. Scope of Activities

The society's activities include, but are not limited to, the following:

- 5.1. Conducting conferences, seminars, and workshops

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- 5.2. Disseminating information to members via newsletters and web list servers
 - 5.3. Encouraging the development of courses in relation to various aspects of simulation
 - 5.4. Contributing to the development of Australian and International Standards with respect to simulation
 - 5.5. Advising Government and other stakeholders in regard to simulation in Australian healthcare
 - 5.6. Liaising with international simulation organizations
 - 5.7. Encouraging research
 - 5.8. Sponsoring student scholarships in relation to simulation

6. Society Membership: Eligibility

- 6.1. Membership is open to individuals who support the society's mission and objectives, abide by its terms of reference and pay the annual membership fee.
- 6.2. ASSH membership entails automatic membership to Simulation Australia and SSH. Annual membership fees are inclusive of the ASSH membership fee. Unless otherwise specified on the application form, members' benefits are equivalent to those associated with standalone membership with either the SSH or Simulation Australia.
- 6.3. ASSH members may withdraw their membership in ASSH by notice in writing at any time. If an ASSH member ceases to be a member of Simulation Australia, they also automatically cease to be ASSH members. Membership with the SSH is optional, however the all-inclusive membership fee is not negotiable.

7. Society Membership: classes, fees, privileges and joining process

- 7.1. Membership is renewed annually for duration of 12 months, commencing on the date the membership fee and completed application form are accepted by the delegated ASSH officer.
- 7.2. Three classes of membership are available: Full, Associate and Individual.
- 7.3. Membership fees and additional benefits vary with the membership class. They will be advertised on the membership application and renewal form and will be binding for duration of 12 months.
- 7.4. The membership fee and list of additional benefits for each class may change periodically as approved by the ASSH executive committee and Simulation Australia's Board of Directors, and advertised on the application renewal form, available of the ASSH website.
- 7.5. Each member in good standing will have the following privileges:
 - 7.5.1. receive minutes of ASSH Annual General Meetings
 - 7.5.2. have one vote in decisions put before the members

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- 7.5.3. be invited to nominate and vote for other members, and themselves be nominated and voted a member of the ASSH Executive Committee
 - 7.5.4. receive information regarding the SimTecT Healthcare conference and other information agreed to be disseminated by the ASSH Executive Committee.
 - 7.5.5. receive relevant publications in electronic form as they become available.
 - 7.5.6. receive information about positions vacant within the Health care simulation sector as this information becomes available.
 - 7.5.7. elect to receive such documentation as membership of SSH and Simulation Australia would allow.
 - 7.6. Individuals or groups wanting to join ASSH must complete the ASSH membership form and nominate the preferred class.
 - 7.7. For data collection purposes, and to target dissemination of information, members can optionally nominate one or more sectors they represent from the following (5) categories:
 - Training provider
 - Healthcare practitioner
 - Scientist, academic
 - Industry stakeholder
 - Other stakeholder group (government etc)
 - 7.8. New members will be accepted by the ASSH Executive Committee (or its delegated committee member).
 - 7.9. New members will be noted in the agenda and minutes of ASSH Executive Committee meetings and periodic newsletters.

8. Executive Committee composition

- 8.1. Membership on the ASSH Executive Committee will comprise (15) voting members:
 - Chair
 - Chair Elect
 - Immediate past-Chair
 - Secretary – non voting paid position as per ASSH Project Officer role
 - Treasurer
 - CEO of Simulation Australia Representatives
 - Plus nine members of good standing
- 8.2. The first Simulation Australia representative will be a member of Simulation Australia's Board of Directors (or his or her delegate). The second Simulation Australia representative will be Simulation Australia's Executive Officer.

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- 8.3. A minimum of four Company officers (Simulation Australia's Executive Officer, the Simulation Australia representative, and those ASSH officers sitting on Simulation Australia's Board of Directors) will sit on the ASSH Executive Committee.

9. Executive Committee – Responsibilities, Meetings and Communications

9.1. The ASSH Executive Committee is responsible for:

- 9.1.1. Strategic planning for ASSH.
- 9.1.2. Overseeing the development and execution of the ASSH Business Plan, in accordance with the delegations and regulations specified in this Terms of Reference, and approved by Simulation Australia's Board of Directors.
- 9.1.3. Coordinating ASSH's Annual General Meeting (AGM) within a specified time frame each year, preferably before Simulation Australia's AGM so that office-holders, budgets etc. can be finalised.
- 9.1.4. Participating in the organizing committee for the annual scientific meeting (SimTecT Healthcare)

9.2. In respect to ASSH Executive Committee meetings:

- 9.2.1. These should be convened on a quarterly basis or more frequently as circumstances warrant, and will include at least one face-to-face meeting annually.
- 9.2.2. One meeting of the ASSH Executive Committee will be held in conjunction with the ASSH Annual General Meeting.
- 9.2.3. A quorum of the ASSH Executive constitutes five persons including the Executive Officer of the Company and one of those ASSH officers also sitting on the Board of the Company.
- 9.2.4. ASSH Executive Committee members are required to attend a minimum of two meetings each year. Members may approach the ASSH Chair and show cause to have this requirement waived.

9.3. The ASSH Executive Committee will communicate in the following ways

- 9.3.1. Communication with the Executive Committee will occur via email, telephone, written correspondence or face-to-face meetings.
- 9.3.2. The Executive Committee will communicate with ASSH members via electronic newsletters and email alerts, the AGM and open forums, where applicable.
- 9.3.3. The ASSH Executive Committee will communicate with Simulation Australia's Board via email, telephone, written correspondence or face-to-face meetings, via the ASSH Chairperson, or his or her delegate, working in conjunction with Simulation Australia's representative.
- 9.3.4. The ASSH Executive Committee will communicate with key external stakeholders via email, telephone, written correspondence or face to face meetings, via the ASSH Chairperson, or his or her delegate,

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- 9.4. The conventional role of Chairperson and office bearers will be observed in communications and meetings.

10. Executive Committee - Decision-making

10.1. *Operations*

- 10.1.1. Where the Chair needs to make a decision to facilitate the functioning of ASSH, these decisions will be subject to a peer review process at the first available opportunity by the Office Bearers.
- 10.1.2. The Chairperson may consult other committee members by any means of communication (e.g. email or telephone).
- 10.1.3. Decisions regarding matters that could reasonably be viewed to pose a risk to ASSH's financial, commercial or strategic position or membership should be agreed by voting within the ASSH Executive Committee.
- 10.1.4. The ASSH executive is obliged to seek prospective approval from Simulation Australia's Board of Directors in advance of decisions that would be reasonably considered to impact upon Simulation Australia's financial position or good standing (e.g. expenditure outside of budget, entry into material contracts).
- 10.1.5. The Chairperson is obliged to act upon reasonable advice, where given, by Simulation Australia's representative, to vote on decisions or consult Simulation Australia's Board of Directors.

10.2. *Voting*

- 10.2.1. Resolutions which may have an impact on ASSH require a majority of the ASSH Executive to agree.
- 10.2.2. In event of a tie, the Chairperson will have a casting vote.
- 10.2.3. Proxy votes in an approved format (e.g. e-mail) are to be forwarded to members of the ASSH Executive Committee via the ASSH project officer prior to meetings.
- 10.2.4. If the ASSH Executive Committee makes any decision which may have a financial or commercial implication for Simulation Australia, it must have the support of the majority of the ASSH Executive Committee officers including a majority (i.e., 3 of 4) of the ASSH Executive Committee officers who are Simulation Australia Directors. If majority support of the ASSH Executive Committee officers who are Simulation Australia Board Members is not achieved for a decision that is otherwise supported by the majority of ASSH Executive Committee members, then the matter should be referred to Simulation Australia's Board of Directors.

10.3. *Financial delegations*

- 10.3.1. Approval of expenditure within the allocated and approved budgets must be given by the Chairperson and Treasurer in writing (email)
- 10.3.2. All other expenditure must be approved in advance by Simulation Australia's Board of Directors.

10.4. *Entering into material contracts*

- 10.4.1. Only the Executive Officer or those two officers of the ASSH Executive Committee who sit on Simulation Australia's Board of Directors may sign contracts relevant to ASSH on behalf of the Company.

11. Executive Committee - Election of Committee and Office Bearers

11.1. *Duration of term*

- 11.1.1. Newly elected executive committee members will hold the position for a minimum term of 24 months. They may elect to remain on the executive committee for up to a maximum of 10 years, inclusive.
- 11.1.2. The office of chair is a three-year term with automatic progression every year through the roles of Chair Elect, Chair and Immediate Past Chair, in that order.
- 11.1.3. Other office bearers, comprising Secretary and Treasurer will hold the position for a minimum period of 12 months. They may be re-elected to this position, by internal ballot, for up to a maximum of 10 years.
- 11.1.4. Retired executive committee members may be re-elected after an absence of 12 months.

11.2. *Timing*

- 11.2.1. Elections for vacant positions of members of good standing on the ASSH Executive Committee will occur annually **no later than July 30**.
- 11.2.2. Elections of office bearers will occur no later than July 30.
- 11.2.3. The provisionally elected Chair Elect will be approved by Simulation Australia's Board of Directors at Simulation Australia's AGM.
- 11.2.4. Newly elected executive committee members and office bearers will commence their respective terms at the AGM held during the SimTecT conference.

11.3. *Electoral process for membership on the ASSH Executive Committee*

- 11.3.1. The electoral process will be overseen by a returning officer, appointed by the ASSH executive committee.
- 11.3.2. To be eligible for election to the executive committee a candidate must have been an active/emeritus ASSH member for at least twelve months.
- 11.3.3. A call for nominations for election to sit on the ASSH executive committee as a member of good standing will be distributed to ASSH members electronically, commencing in April each year.
- 11.3.4. Candidates must be nominated **in writing** by two ASSH members. Candidates must include a short biography with their nomination and the reason/s they wish to join the ASSH Executive. Completed forms must be returned to the electoral officer.

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- 11.3.5. All eligible nominated ASSH members will be included as candidates.
- 11.3.6. Election papers will be distributed electronically. Election papers will clearly list existing executive members, indicating impending vacant positions.
- 11.3.7. Candidates with the highest number of votes will be elected. New members will be sworn in by the ASSH Executive Committee at the SimTecT Annual General Meeting to be held during the SimTecT Health Annual Scientific Meeting.
- 11.4. *Electoral process for Office Bearers*
- 11.4.1. The ASSH Executive Committee will appoint its office bearers annually by ballot.
- 11.4.2. ASSH members who have been executive committee members for **two years** are eligible to be elected to the position of chair elect which will automatically progress to chair the following year.
- 11.4.3. ASSH members who have been executive committee members for **two years** are eligible to be elected to the non-progressing positions comprising Secretary and Treasurer.
- 11.4.4. Nominations for office bearers will be invited internally by Chair
- 11.4.5. Candidates receiving the highest number of votes for each position will be declared elected.
- 11.4.6. In the event of a tie vote for the positions of Chair-Elect, Secretary, or Treasurer, lots will be drawn by the incumbent Chair.
- 11.5. *Representation of ASSH executive members on Simulation Australia's Board of Directors*
- 11.5.1. The Chair and Chair Elect will be co-opted as Directors of Simulation Australia, at the discretion of Simulation Australia's Board of Directors.
- 11.5.2. Other members of ASSH may be Directors of Simulation Australia, assuming normal processes for nomination and election set out in Simulation Australia's Constitution are observed.
- 11.5.3. The elected Chair-Elect must be approved by Simulation Australia's Board, nominated as a Simulation Australia Director, and voted in as a Director at Simulation Australia's AGM.
- 11.5.4. Unless otherwise determined by Simulation Australia's Board of Directors, the Immediate Past Chair will retire as a Simulation Australia Director.

12. Executive Committee - Removal of ASSH Chairperson and Deputy Chairperson

Removal of The Chairperson or Deputy Chairperson will occur if the member:

- 12.1. becomes prohibited from being a director of a Company under law

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- 12.2. becomes bankrupt/makes any arrangement with creditors
 - 12.3. becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
 - 12.4. resigns
 - 12.5. is absent for more than 6 months without permission of the ASSH Executive Committee from meetings of the ASSH Executive Committee held during that period
 - 12.6. holds any office of profit under the Company
 - 12.7. ceases to be a member of Simulation Australia or be registered with ASSH.
 - 12.8. is directly or indirectly interested in any contracted or proposed contract with the Company (subject to certain defined allowances); or if the corporation, of which the officer is a representative, ceases to be a member of the Company.

13. Governance – Relationship with Simulation Australia’s Board of Directors

- 13.1. Simulation Australia Ltd ACN 087 862 619 (the "**Company**") remains the sole legal entity overseeing Simulation Australia and ASSH.
- 13.2. ASSH is recognised as a special interest chapter within that legal entity (the "**Healthcare Chapter**").
- 13.3. From a marketing perspective Simulation Australia and ASSH will operate under separate "brands".
- 13.4. Two ASSH Executive Committee officers (the Chair and the Chair-Elect) must sit on the Board of the Company.
- 13.5. Officers of ASSH will be required to adhere to Simulation Australia’s Corporate Policies dealing with corporate governance, conflicts of interest etc. These include a dispute resolution mechanism if there is any issue as to the authority/behaviour of any officer/committee/Board.
- 13.6. Officers of ASSH may be required to attend corporate governance training.
- 13.7. NOTE: the Healthcare Chapter is part of the Company. This means:
 - 13.7.1. ASSH officers owe fiduciary obligations to act in the best interests of the Company as a whole. They would therefore not be able to act in the interests of ASSH if that was not also in the best interests of Simulation Australia.
 - 13.7.2. The ASSH Executive Committee and the ASSH members will be subject to the rules in Company's Constitution, other policies and procedures, and the Terms of Reference,

14. Governance – Financial

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- 14.1. It is the intention of Simulation Australia and ASSH that ASSH will be self-funding by July 2010.
 - 14.2. It is the intention of Simulation Australia and ASSH that ASSH will ultimately establish banking and financial management systems to allow ASSH to operate independently of Simulation Australia on a day-to-day basis.
 - 14.3. Simulation Australia's Board of Directors must approve the ASSH financial management systems when they are established, and will revise this document to reflect the terms for operation of, and reporting from, the ASSH financial management systems.
 - 14.4. Until such times as the ASSH financial management systems are established, ASSH will use Simulation Australia's usual bank account and financial management systems for all financial activities other than for explicitly identified programs that it is agreed, by both the ASSH Executive Committee and Simulation Australia's Board of Directors, will be managed by third parties.
 - 14.5. Where a third party is managing the financial aspects of an ASSH program, the program's commercial arrangements proposed by ASSH must be approved by Simulation Australia's Board of Directors.
 - 14.6. ASSH must manage its finances in accordance with its approved budget. ASSH cannot exceed the budget without pre-approval by Simulation Australia's Board of Directors.

15. Governance - Business Plan, Budget and Financial Reporting

- 15.1. ASSH will prepare its own Business Plan and Budget, consistent with ASSH's guiding principles, objectives and scope of activity, as described in this document.
- 15.2. The budget will reflect all sources of revenue (e.g. the additional membership fees paid by ASSH members for joining ASSH, surplus funds from the SimTecT Healthcare conference or other workshops, externally funded programs and all other sources).
- 15.3. The budget will reflect all anticipated expenses (at a summary level), including those incurred by third parties on behalf of ASSH.
- 15.4. Simulation Australia will assist ASSH by submitting an estimate of expenses to be incurred and deducted by Simulation Australia in respect to the provision of services and infrastructure for ASSH.
- 15.5. A separate detailed budget will be developed by the SimTecT Healthcare conference organizing committee, approved by the ASSH Executive Committee and submitted and approved by Simulation Australia six months prior to SimTecT Healthcare conference, or prior to expenditure of \$2,000.
- 15.6. A separate detailed budget will be developed by the ASSH Executive Committee for special, externally funded programs.
- 15.7. ASSH must submit their proposed Business Plan and Budget to Simulation Australia's Board of Directors at least three months in advance of Simulation Australia's annual general meeting.

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- 15.8. In the initial stages of the ASSH, if there is a budget deficit this shortfall will be funded by Simulation Australia.
 - 15.9. Simulation Australia will establish appropriate mechanisms within its financial management systems to ensure that:
 - 15.9.1. The financial performance of ASSH can be reported to Simulation Australia's Board of Directors, and the ASSH Executive Committee, on a monthly basis, and
 - 15.9.2. The Net Equity position of ASSH is tracked.
 - 15.10. Simulation Australia will generate a Simulation Australia annual financial report, at the end of each financial year, which will include explicit reporting of the ASSH financial performance for that financial year, including the End of Financial Year Nett Equity position of ASSH. This report will be distributed to all members of Simulation Australia, including ASSH members, and it will be presented at Simulation Australia's AGM and the ASSH AGM.
 - 15.11. When ASSH establishes its own financial management systems, the ASSH Executive Committee will be responsible for keeping records of all financial activity of the Healthcare Chapter.
 - 15.12. The ASSH Project Officer will submit all invoices to Simulation Australia's Executive Officer, who will coordinate payment through the normal Simulation Australia invoice payment processes,
 - 15.13. The financial management and reporting of special projects, funded by a third party, will be specified by the ASSH Executive Committee and Simulation Australia's Board of Directors, when the program's contractual agreement is finalized.
 - 15.14. Simulation Australia's Board of Directors will be entitled to access the records of the Healthcare Chapter and ASSH Executive Committee for the purpose of inspection or auditing at any time.

16. Governance - Record Keeping and Reporting

- 16.1. The ASSH Executive Committee is responsible for keeping records of the Healthcare Chapter's minutes of meetings, activities, ASSH members.
- 16.2. ASSH must give a final report to Simulation Australia's Board of Directors prior to Simulation Australia's AGM annually on the activities of the Healthcare Chapter for the prior year.
- 16.3. ASSH must answer any further Simulation Australia Board of Directors' queries and supply any information required by the Board within a reasonable time frame.

17. Governance - Insurance

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- 17.1. Simulation Australia will ensure its directors and officers' liability, workers compensation, public liability and product liability insurances cover ASSH activities.
 - 17.2. Officers of ASSH will be covered by Simulation Australia's Directors and Officers indemnity insurance.
 - 17.3. Simulation Australia will indemnify all ASSH Executive Committee members, officers and employees for expenses incurred with the defense or settlement of any claim against such person by reason of service as an officer, director or employee (unless a judgment or adjudication will establish that such claim arose or resulted from any dishonest, fraudulent, criminal, malicious or knowingly wrongful act, error or omission of such person).
 - 17.4. Any costs of extending these policies to ASSH will be covered in standard membership fees paid for members joining Simulation Australia and will not come out of the ASSH budget

18. Governance - Separation from Simulation Australia

- 18.1. It is Simulation Australia's Board of Director's intention to allow ASSH to separate at any time by representatives of ASSH creating a new legal entity and having the residual assets transferred to that entity.
- 18.2. Any separation of ASSH from Simulation Australia would technically require Simulation Australia's Board of Director's approval for the sole purpose of revoking the Terms of Reference.
- 18.3. Although technically Simulation Australia's Board of Directors approval is required for the split, it needs to be clear that Simulation Australia takes no responsibility for the viability of ASSH after a separation. Other than agreeing to revoke the Terms of Reference the Company will not be responsible for establishing or verifying the business case of the separation. The Company will not underwrite, financially support or guarantee the success of the new legal entity.
- 18.4. Members of Simulation Australia who have registered their interest in ASSH will vote on whether to separate, based on a recommendation from the ASSH Executive Committee.
- 18.5. The ASSH representatives wishing to separate will be responsible for all the administrative and legal matters involved in the separation. For avoidance of doubt this means that ASSH would be responsible for the costs of both parties, should ASSH instigate the separation. Likewise, Simulation Australia would be responsible for the costs of both parties, should Simulation Australia instigate the separation.
- 18.6. On "exit", Simulation Australia would provide the new entity with:
 - 18.6.1. an amount representing (as verified by Simulation Australia's financial records) any residual financial contribution of the Healthcare Chapter to the

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- Company (i.e. income from membership / conferences etc. less expenditure on ASSH activities and contribution to Simulation Australia's costs);
- 18.6.2. the rights to the trade mark(s) (or business names) for "Australian Society for Simulation in Health" and any simulation healthcare conference. To avoid confusion in the market place, the ASSH Healthcare Simulation Conference could not be called "SimTecT".
 - 18.7. In the event of dissolution of the ASSH, an external auditor will calculate the net assets of the organization which will be applied and distributed as follows:
 - 18.7.1. Liabilities and obligations will be paid, satisfied, and discharged or adequate provision will be made therefore.
 - 18.7.2. In the event a shortfall exists, the shortfall will be funded by Simulation Australia.
 - 18.7.3. In the event a surplus exists, the surplus will be transferred to Simulation Australia.
 - 18.7.4. Simulation Australia's Board of Directors may invite the ASSH Executive Committee members to make suggestions regarding the appropriate distribution of remaining assets to simulation-related projects and/or organizations.

19. Assets

- 19.1. All assets are owned by Simulation Australia while ASSH remains a chapter body of Simulation Australia
- 19.2. An assets inventory will be maintained by the ASSH Executive Committee
- 19.3. In the event of a separation, assets will be managed according to the process outlined for separation

20. Marketing

- 20.1. Simulation Australia and ASSH will operate under separate marketing profiles: "Simulation Industry Association of Australia Ltd" and "Australian Society for Simulation in Healthcare – a special interest chapter within Simulation Australia Ltd" respectively.
- 20.2. ASSH can set up and operate its own website (owned by Simulation Australia), conduct its own advertising and lobbying.
- 20.3. Simulation Australia's Board and ASSH Executive Committee can agree to release co-marketed brochures/other activities as appropriate.
- 20.4. If Simulation Australia's Board becomes aware of any material that is against the interests of Simulation Australia as a whole, representatives of the Board

and ASSH Executive Committee will expeditiously decide to clarify, modify or withdraw such material.

21. Human Resources

- 21.1. The ASSH Project Officer is employed at ASSH's discretion and is to be paid for out of ASSH's own budget.
- 21.2. The ASSH Executive Committee is responsible for line management of the project officer. If the ASSH project officer is an employee of a third party, line management may be delegated, in part or whole as determined by the ASSH Executive Committee.
- 21.3. Simulation Australia Executive Officer will sit as an officer on the ASSH Executive Committee and will assist with its running.
- 21.4. Simulation Australia's Board of Directors is responsible for line management of Simulation Australia's Executive Officer.

22. Information & privacy

- 22.1. ASSH's TOR and minutes of the previous AGM will be available to members via password-protected access on the official website.
- 22.2. The members list will be available to members via password-protected access on the official website.
- 22.3. ASSH's privacy policy will be available on the official website and included on the membership application form.

23. Sub-Committees

- 23.1. ASSH will have sub-committees, working groups and special interest groups (SIG) with their own standing committees. The ASSH Executive Committee will define the terms of reference of each group and appoint its members, comprising at least one officer of the ASSH Executive Committee and any other ASSH members or persons with expertise to deal with specific issues.
- 23.2. The SimTecT Healthcare Organising Committee is a sub-committee, noting that the committee will include Simulation Australia's Executive Officer, ASSH office bearers and the appointed Professional Conference Organiser.

24. SimTecT Healthcare Conference

- 24.1. The timing and location of the SimTecT Healthcare conference is determined on a year-by-year basis by the SimTecT Healthcare Organising Committee, and approved by the ASSH Executive Committee and Simulation Australia's Board.

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- 24.2. Simulation Australia, in consultation with ASSH, will select and contract with the Professional Conference Organiser (PCO).
 - 24.3. The running of the health conference will be managed by the SimTecT Healthcare Organising Committee.
 - 24.4. ASSH will run the health conference out of its annual budget and conference attendance fees. Simulation Australia will provide seed funding which will be recorded as a liability in the conference results.
 - 24.5. Simulation Australia will underwrite the health conference only for those elements that have been undertaken within the financial framework previously specified and agreed.
 - 24.6. Requests for seed funding or underwriting should be supported in the Business Plan and pre-approved budget. The ASSH must submit a final breakdown of anticipated expenditure in accordance with these Terms of Reference.
 - 24.7. Simulation Australia's Board of Directors and the ASSH Executive Committee will be provided with a monthly statement of SimTecT Healthcare conference financial position from the PCO, and a final report on activities and expenditure after the conclusion of the conference.
 - 24.8. Any surplus funds from SimTecT Healthcare conference remain in the ASSH budget for future use.

25. Affiliations – Relationship with the Society for Simulation in Healthcare (SSH)

- 25.1. ASSH will provide one complementary registration for its chapter annual meeting to a board representative of SSH as designated by SSH. SSH will provide one complementary registration for its annual meeting to a chapter representative of ASSH as designated by ASSH Office Bearers. This will entitle the attendee to attend the relevant annual meeting but does not confer any voting rights. Complementary registration does not include travel and accommodation.
- 25.2. SSH and ASSH agree to be supporters of each other's annual meetings. The organizational logo and an acknowledgement will appear on the other society's (SSH, Simulation Australia or ASSH) website, advertising and meeting program when appropriate. No financial consideration will be required or expected for this mutual support. If a society reasonably requests the removal of their organizational logo for any reason, the other society will immediately comply.

26. Changes to the ASSH TOR

- 26.1. Any changes to the ASSH TOR must be endorsed by the ASSH Executive Committee
- 26.2. Any changes to the ASSH TOR must be approved by Simulation Australia's Board of Directors