

## PORTFOLIO TERMS OF REFERENCE

### 1. Title of Committee:

Rural and Regional Practitioner Special Interest Group (SIG)

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### 2. Reporting to:

General AGES Board

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### 3. Date of Establishment:

29 April 2025

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### 4. Functions and Responsibilities:

To assist and support Rural and Regional AGES Members in Australia and New Zealand

To promote sustainable Rural and Regional Gynaecology practices in Australia and New Zealand

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### 5. Membership:

**Chair Dr Michael Wynn-Williams**

Current members:

Dr	Kimberley	Sleeman	Mildura Obstetrics and Gynaecology
Dr	Wojciech	Szubert	Mackay Base Hospital
Dr	Blake	Knapman	Various Tamworth Hospitals
Dr	Aaron	Buddon	Coffs Harbour Hospital
Dr	Rachel	Collings	St Andrews Toowoomba
Dr	Caitlin	Prendergast	Northland Hospital, NZ
Dr	Rachel	Green	St Andrews Ipswich

Minimum 4 members on committee with at least 2 members from the board.

Committee terms are for 2 years with terms changing at the commencement of the new board following the AGM. The chair shall be appointed by the AGES president following the AGM.

AGES fellows (non-board) may serve on the committee for a maximum of 2 terms or 4 years consecutively.

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### 6. Management and Co-ordination:

Management and co-ordination of the day-to-day operations of the Sub-Committee will be undertaken by the Chair and the AGES Secretariat.

In general, all decisions shall be by consensus with voting an option as required by the Chair. If a vote is required, the requirement for a vote and the result should be reported to the Board for a final decision.

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### 7. Chair:

Board member to chair

Currently: AGES President

In the absence of the Chair at a committee meeting, the role of Chair can be delegated to an ordinary Member who will have responsibility to Chair the meeting.

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**8. Quorum:**

Any 3 members

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**9. Agenda items:**

Notification of agenda items and documents to be provided to committee no later than 7 days prior to committee meetings.

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**10. Minutes and Meeting Papers:**

To be generated within 2 weeks of each meeting

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**11. Frequency of Meetings:**

Quarterly

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**12. Review of Terms of Reference:**

Terms of Reference should be reviewed every 2 years, or sooner if deemed necessary.

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**13. Approval Process and Date for Next Review:**

AGES Board Approval:	
Date of next Review:	
Revision History:	25 March 2025

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