

## PORTFOLIO TERMS OF REFERENCE

### 1. Title of Committee:

AGES EDUCATION COMMITTEE

---

### 2. Reporting to:

General AGES Board

---

### 3. Date of Establishment:

March 2019

---

### 4. Functions and Responsibilities

1. Advise the board on all matters relating to AGES Accredited Training Program (AATP).
2. Oversight of and regular review of the AATP Curriculum.
3. Oversight and regular review of all AATP training documentation.
4. Oversight of the trainee assessment records, reports, and training summaries.
5. Oversight of the examination process, including examination policy and setting of examinations.
6. The review and assessment of research submissions and advising trainees of the results of their assessment.
7. The review and assessment of practical assessments and advising trainees of the results of their assessment.
8. The assessment of workshops as suitable to meet the requirements of the AATP.
9. The assessment of biostatistical courses as suitable to meet the requirements of the AATP.
10. Recommend trainees to the Board for awarding of Certificate of Completion.
11. Overseeing the accreditation of Training Units and Training Supervisors and advising the Board of their recommendations.
12. Deliberating on decisions regarding individual trainees taking into consideration the AGES Gender Equity and Non -Discrimination Policies and where necessary advising the board any actions that need to be taken.

The committee is responsible for all deliberations and decision regarding the AATP and submitting any recommendations to the Board.

The AGES Secretariat is responsible for the day to day running of the AATP including but not limited to, tracking yearly registration, tracking all training documentation and assessments, the writing and supervision of examination, tracking trainee presentations and meetings, tracking trainee attendance at workshops, dealing with trainee request, reporting the progress of trainees every 6 month to the subcommittee and advising the committee of any deviations from the AATP procedures and guidelines.

---

### 5. Membership:

Current members: Bassem Gerges, Shamitha Kathurusinghe, Dean Conrad, Kate Martin, Martin Ritossa, Albert Jung, Amy Feng

The chair will be appointed by the current AGES president

All other appointments to the Committee will be made by the Board on the recommendation of the AGES Executive for a period of four years in line with the Board term change over dates. In making recommendations the Executive will take into consideration the following criteria:

- FRANZCOG
- Education qualification and background
- AGES trained (trainers maybe suitable in the short term)
- At least one <5-year AGES fellow

Membership will consist of:

- 4 Ordinary members who shall be FRANZCOG and Members of AGES
- The Board Trainee Representative, who along with the above shall have voting rights
- The committee may co-opt a maximum of two other non-AGES members who have skills or attributes required to complete committee activities (non-voting members)

Ex officio Members: Shall be the current AGES President and AGES General Manger (non-voting members).

Other than the Chair, all appointments are for a four-year term and are to be appointed on commencement of a new AGES Board shortly after the Annual General Meeting. The terms for the four ordinary members should be staggered with at least 2 staying on at the change-over of the Chair.

Members can serve a maximum of two four-year terms consecutively.

Members who serve the maximum of two four-year terms may be re-eligible for membership of the Sub-Committee following an absence of 4 years.

---

## **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.

---

## **7. Chair:**

Currently:  
Bassem Gerges

The Chair shall have delegated authority to deal with Committee matters of a routine and administrative nature, co-ordinated by the AGES Secretariat. Matters dealt with by the Chair will be tabled at each Committee meeting.

Matters on which no precedent has been established, matters of policy, new issues, specific referral matters and matters which require the benefit of discussion will be considered by the full Committee.

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.

---

**8. Quorum:**

The quorum for meetings of the Committee shall be three members. This applies to both face-to-face meetings and video conferences.

If a quorum is not present, a meeting may still go ahead, with notes recorded. Should a recommendation arise under these circumstances, the recommendation and notes must be disseminated ('flying recommendation') to the full Committee (including those that were present) requesting the committee members to indicate their support or objection to the recommendation. For the recommendation to be effective, a quorum must have voted on it. At the subsequent Committee meeting, all 'flying recommendations' and their outcome, must be formally minuted.

---

**9. Agenda items:**

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

---

**10. Minutes and Meeting Papers:**

To be generated within 2 weeks of each meeting

---

**11. Frequency of Meetings:**

Quarterly

---

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

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

---

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

AGES Board Approval:	
Date of next Review:	
Revision History:	29 August 2023

---