

PORTFOLIO TERMS OF REFERENCE

1. Title of Committee:

Multimedia Committee

2. Reporting to:

General AGES Board

3. Date of Establishment:

March 2021

4. Functions and Responsibilities:

To provide education to AGES members on topics relevant to the use of digital media. These include, but are not limited to surgical videos, educational webinars and podcasts and other electronic educational items relevant to the membership.

5. Membership:

Samantha Mooney, Keryn Harlow, Erin Nesbitt-Hawes, Kirsten Connan, Nyasha Gwata

6. Management and Co-ordination:

YRD

7. Chair/s:

Samantha Mooney, Keryn Harlow

8. Quorum:

Any 2 members

9. Agenda items:

Notification of agenda items and documents to be provided to committee no later than 24 hours prior to committee meetings.

10. Minutes and Meeting Papers:

To be generated within 2 weeks of meetings

11. Frequency of Meetings:

Quarterly

12. Review of Terms of Reference:

Terms of Reference should be reviewed as considered necessary, but at least every 2 years.

13. Approval Process and Date for Next Review:

AGES Board Approval:	
Date of next Review:	
Revision History:	20 March 2025