

PORTFOLIO TERMS OF REFERENCE

1. Title of Committee:

Workshop Committee

2. Reporting to:

General AGES Board

3. Date of Establishment:

March 2019

4. Functions and Responsibilities

- Responsible for all AGES workshops
 - Continue Lap-D workshops, Continue AGES TT workshops, investigate, and implement a virtual TT product to reduce time commitments of faculty and costs
 - Develop existing workshops and investigate new workshops for the future
 - Documentation, assessment, and review of current workshops
 - Develop business plans and models for future new workshops -e.g., Surgical Coaching Course, Non-Technical Skills Course
-

5. Membership:

Current members: Michael Wynn Williams, Catarina Ang, Tal Jacobson, Jennifer Pontre, Amani Harris

Committee to be comprised of 4 board members and trainee representative

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: Catarina Ang

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 Sub-Committee shall be three members. This applies to both face-to-face meetings and teleconferences.

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:	28 August 2023
