

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 multimedia educational resources to AGES members on topics relevant to clinical practice.

To generate high quality patient resources, to be accessed and disseminated by the membership.

Digital multimedia may include but is not limited to: pre-recorded or live webinars, podcasts, procedural and/or other educational videos, and other website content.

The committee is responsible for the conceptualisation, coordination and production of the multimedia resources, with the support of the Board and YRD.

5. Membership:

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

6. Management and Co-ordination:

YRD

7. Chair/s:

Samantha Mooney

8. Quorum:

Any 2 members

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 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:	29/04/2025
Date of next Review:	29/04/2027
Revision History:	29/08/2023
	20/03/2025
	29/04/2025