

## PORTFOLIO TERMS OF REFERENCE

### 1. Title of Committee:

Multimedia Committee

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### 2. Reporting to:

Shamitha Kathurusinghe

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### 3. Date of Establishment:

March 2021

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### 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.

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### 5. Membership:

Jennifer Pontre, Shamitha Kathurusinghe, Nyasha Gwata

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### 6. Management and Co-ordination:

YRD

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### 7. Chair:

Shamitha Kathurusinghe

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### 8. Quorum:

Any 2 members

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### 9. Agenda items:

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

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### 10. Minutes and Meeting Papers:

To be generated within 2 weeks of meetings

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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 as considered necessary, but at least every 2 years.

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

AGES Board Approval:	
Date of next Review:	
Revision History:	29 August 2023 14 April 2024

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