

## PORTFOLIO TERMS OF REFERENCE

**1. Title of Committee:**

International Relations Committee

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**2. Reporting to:**

AGES Board

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**3. Date of Establishment:**

24 July 2023

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**4. Functions and Responsibilities:**

Developing a plan and framework to establish and maintain long term relationships with other international endoscopy societies.

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**5. Membership:**

Amani Harris, Sarah Choi, Alan Lam, Jim Tsaltas, Supuni Kapurubandara

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**6. Management and Co-ordination:**

Chair to organise meetings in liaison with team at YRD.

Chair to report back to the board the proceedings and recommendations made by committee.

Members of the committee must discuss plans of action with the chair, if chair is unavailable the meeting shall be deferred to the President of AGES

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**7. Chair:** Amani Harris

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**8. Quorum:**

Three members including the chair are required.

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**9. Agenda items:**

Chair to establish.

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**10. Minutes and Meeting Papers:**

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**11. Frequency of Meetings:**

Three meetings per year (in person or virtually)

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

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

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

AGES Board Approval:	
Date of next Review:	
Revision History:	30 April 2024

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