

New Zealand Wound Care Society (NZWCS) Education Advisory Group (EAG) Terms of Reference

Purpose

The purpose of the EAG is to provide expert advice on wound-related education and facilitate projects in relation to the education for members of the NZWCS and their stakeholders.

Accountability

The EAG is accountable to the NZWCS National Committee and maintaining professional links with the working groups within the NZWCS.

Membership

The Education Advisory group is made up of current financial members of the NZWCS, with expertise and a special interest in education. A maximum of six NZWCS members required. Membership is decided from a formal process by way of EAG communicating in writing to the NZWCS Committee for expressions of interest.

The EAG to review submissions and collectively decide membership by majority vote.

The EAG can co-opt others with specialist knowledge as required for projects.

When available the NZWCS Administrator will provide a secretary role. Otherwise members will share the secretary role.

Quorum

Minimum of four members (excluding secretary) required to conduct the business of the meeting.

Agenda

An agenda and supplementary materials (e.g. minutes of the previous meeting) are prepared by the secretary and/or members and will be e-mailed to members within a sufficient time frame before each meeting.

Co-ordinator

The Group Co-ordinator will ensure time-frames are managed and relevant information is forwarded to group members. The Co-ordinator will present a report at the bimonthly national NZWCS Committee meetings. A formal report for the NZWCS Annual Report will be completed annually.

Meetings

Location of Meeting

Use of teleconference and face-to-face meetings as approved by the NZWCS Committee.

Time/Day of Meeting

Meeting frequency will be determined by the requirements of the EAG.

Associated documents: EAG Strategic Plan