

Terms of Reference (ToR) (name of group)

# Role/Purpose

The role of (name of Working Group) will provide strategic direction and leadership to ensure (statement about vision/key objective of network)

The (name of the Working Group) sets out to achieve (what outcomes).

The New Zealand Society of Gastroenterology (name of the working group) will advise the New Zealand Society of Gastroenterology of their actions.

# Term

This Term of Reference is effective from XXX and will be ongoing with biennial reviews until terminated by agreement between the members of the group and the NZSG Executive Committee.

# Membership

1. Will comprise a core membership of up to 10 members who must be current members of the Society unless recruited as a community member. This can include up to two trainees.
2. Members of the working group must be residents in New Zealand. An exception is made for current working group members for 3-month sabbatical(s).
3. Beginning Members will be selected through expressions of interest with final selection by NZSG Executive. Future members will be appointed by the Group in Consultation with the Executive.
4. The term of membership will be for XX years.
5. Members may occupy a seat on the group for more than one term with a discretionary term limit. Biennially an expression of interest must be done for new members.
6. The term of Lead/Chair is two years. A member may only occupy the Lead for one consecutive term.
7. A member, not the Chair, will be designated as Secretary/Scribe for the group for the purpose of minute/action recording at hui.
8. The group may seek advice and assistance from the NZSG membership on specific projects and actions.
9. May seek Community Members if agreed by the NZSG Executive.

# Roles and Responsibilities

The New Zealand Society of Gastroenterology XXX Working Group will:

1. Provide the New Zealand Society of Gastroenterology with advice on topics and decision points, with a focus on XXX, when requested.
2. Providing timely advice to the NZSG Executive.
3. Seek NZSG Executive approval prior to any planned communication with external stakeholders (e.g., Pharmac, Te Whatu Ora / HNZ, pharmaceutical industry) or release of any formal statements. Provision of this approval may be delegated to the nominated NZSG Executive Committee member or President at the discretion of the Executive.
4. Provide a short report for the annual report and present progress at the NZSG Annual Scientific Meeting (ASM).
5. Provide the NZSG Executive with progress reports i.e., copy of minutes and actions within one month of each hui.
6. A member, preferably the Lead/Chair attend Executive hui as requested.

The members of The New Zealand Society of Gastroenterology XXX Working Group will commit to:

1. Attending all scheduled group meetings. Nonattendance of two consecutive meetings will be reviewed by the Chair.
2. Seek NZSG Executive approval prior to any planned communication with external stakeholders (e.g., Pharmac, Te Whatu Ora / HNZ, pharmaceutical industry) or release of any formal statements. Provision of this approval may be delegated to the nominated NZSG Executive Committee member or President at the discretion of the Executive.

The New Zealand Society of Gastroenterology will:

1. Provide Secretariat support for a maximum of four 4 hui per annum prioritised by the Executive aligned to the Strategic Plan.
2. Provide an Executive Member liaison for the Group who will attend hui.
3. Provide a TEAMS page for collaboration of hui, minutes and documents which will be accessible to all members of the group.

# Meetings

1. All meetings will be chaired by the Lead of The New Zealand Society of Gastroenterology XXX Working Group.
2. A meeting quorum will be three members.
3. Decisions will be made by consensus (i.e., members are satisfied with the decision even though it may not be their first choice). If consensus is not possible, the Lead will make a final decision on behalf of the group.
4. Secretarial support for a maximum of 4 meeting per annum [circulating agenda, finalising and sending correspondence written by the Group and organising hui] will be provided by the New Zealand Society of Gastroenterology Executive Officer (EO).
5. In instances where additional hui are held, a template for the Groups Secretary/Scribe will be provided. The EO will format and circulate as noted above.

# Amendment of Terms of Reference

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the New Zealand Society of Gastroenterology XXX Working Group members. All amendments most be reviewed and agreed by the NZSG Executive.

The ToR template will be reviewed every two years by the Executive and any changes will be added to the current ToRs once approved.

# Adjourning / Poroporoaki

Once the purpose and/or objectives that have been set out are met the group may be ‘adjourned’ and/or redirected. This will be done through consultation with the Executive and Members of the Working Group.

# Version Control

Review will be done of the template o every two years

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| **Version** | **Date Approved by Group** | **Date Approved by Executive** | **Review Date** |
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You may find this [link](https://www.apsc.gov.au/initiatives-and-programs/workforce-information/taskforce-toolkit/scope/develop-terms-reference) useful in writing a ToR.