

ASM Workforce Standing Committee

Terms of Reference

Purpose

Consider and provide advice on emerging issues relating to legislation, accreditation, professional development and workforce planning for microbiologists.

Membership

- The committee will consist of up to eight members plus the ASM President and Executive Officer (or their proxies) as ex officio members.
- Up to four committee members will be appointed directly by the ASM National Council/Executive.
- Up to a further four will be appointed by the ASM National Council/Executive (in consultation with the standing committee) following the calling of expressions of interest from the general membership.
- The Committee Chair will be appointed by National Council.
- Members serve for up to a 3 year term but may re-nominate for a further term.

Other expert staff may be invited to attend meetings ad hoc for specific purposes as determined by the Chair.

Role of the Chair

Key roles of the Chair are:

- The organisation and conduct of the committee in accordance with its terms of reference.
- Facilitating the effective contribution of all members.

Role of Members

- Represent the overall interests of ASM.
- Provide issues and views of stakeholders to enable informed decision making.
- Where specified, keep matters discussed confidential to the meeting.

Objectives

- Advise the ASM Executive/National Council on matters related to professional development and workforce planning for microbiologists
- Represent ASM on external bodies addressing relevant workforce issues
- Coordinate submissions to government and industry on behalf of ASM on matters relevant to workforce issues

Processes

- The Committee will meet at least quarterly.
- The Chair may nominate another member of the committee to act as proxy in his/her place as required.
- A quorum will be 50% or more of the committee members.
- Decision-making will usually be by consensus facilitated by the Chair. Where consensus cannot be reached then a majority vote will be required and dissenting and abstaining votes noted in the committee minutes.

Records and Reporting

- The Committee will report to the ASM Executive through the Executive Officer.
- A minute secretary will be responsible to the Chair for the management of the agenda, minutes and other committee records.
- Minutes including agreed actions will be distributed to the committee members. Final endorsement of the minutes will be sought at the next meeting.

Authorisation

These Terms of Reference are authorised by the ASM Executive Committee

October 2009