

The ASA committee

Roles of the various committee members

The Aeromedical Society of Australasia (ASA) is responsible for the good governance and viability of the Society.

The ASA committee as per the ASA Constitution has a total of 12 members. The Committee meets the first Thursday of every month at 15:00 hours AEST for one hour. The only month we do not meet is January.

ASA has international partnerships via Memorandums of Understanding (MoU) with

- Society of Aeromedicine Malaysia (SAMM)
- European Helicopter Air Ambulance Committee (EHAC)
- Association Air Medical Services (AAMS)

The above including ASA are signatories to the Cairns Accord.

ASA also has a MoU with Flight Nurses Australia

ASA hosts an annual scientific conference. Usually this conference is held for 3 consecutive years in various locations in Australia followed by one year in New Zealand before returning to Australia again. It is preferable that all members of the ASA committee attend the conference.

The ASA membership is comprised of individual, corporate and aeromedical businesses. Each category of membership pays an annual fee.

ASA encourages and welcomes nominations from persons fulfilling all roles found in the Aeromedical industry

THE ASA COMMITTEE AND ITS MEMBERS

The ASA committee is comprised of the following roles:

- President
- President Elect
- Treasurer
- Secretary
- General committee members

The President, President Elect, Treasurer and Secretary form the executive of the ASA committee.

PRESIDENT: This role is held for two years. There is no requirement for re-nomination on an annual basis

- Public figure head of ASA
- Has a good working knowledge of the ASA committee and its activities
- Is involved in or has good oversight of the plans for the annual ASA conference
- Chairs each monthly meeting
- Chairs each of the meetings held prior to the annual conference
- Chairs the AGM
- Produces an annual Presidents Report
- Produces an Annual Report for the ASA membership
- Signatory on the MoU's when they are due (every five years)
- Attends monthly meetings

PRESIDENT ELECT: This role is held for two years in the lead up to automatically becoming the President. There is no requirement for re-nomination on an annual basis.

- Fulfils the duties of the President if the President were not present
- Works in close collaboration/communication with the President
- Has a good working knowledge of the ASA committee and its activities and becomes involved in various activities
- Is involved or has good oversight of the plans for the annual ASA conference
- Attends monthly meetings

TREASURER: This role is re-nominated on an annual basis

NB: It is helpful if the Treasurer is based in New South Wales however this does not have to be the case. We have previously had a treasurer based in New Zealand.

- Oversees all financial aspects of the ASA Society
- Submits a treasurers report for presentation to the ASA committee at the monthly meetings
- Submits a treasurers report at the AGM
- Submits all the required financial information for the ASA annual audit
- Attends monthly ASA meetings

SECRETARY: This role is re-nominated on an annual basis

- Takes minutes at all meetings: monthly ASA meetings, all pre-conference meetings, AGM
- Develops agendas for all of the above
- Ensures the agendas and minutes are distributed to the ASA committee in a timely manner prior to each monthly meeting and prior to pre- conference meetings and AGM
- Monitors and reports on all in-coming and outgoing correspondence
- Submits agendas and minutes annually as part of the annual audit

- Works in close collaboration/communication with the President
- Works closely with ASA administrative support
- Attends monthly meetings

GENERAL COMMITTEE MEMBERS: These roles are re-nominated on an annual basis

- Attend and contribute to monthly meetings
- May lead different portfolios (e.g. social media, podcasts, Standards, membership engagement, international liason) as determined by the ASA committee
- Responsibility to be pro-active in supporting and promoting ASA initiatives
- Can be involved in the ASA conference organising committee