

The Fertility Society of Australia and New Zealand

IVF DIRECTORS GROUP



CONSTITUTION AND TERMS OF REFERENCE OF THE IVF DIRECTORS GROUP

The IVF Directors Group (IVFDG) is a subcommittee of the Fertility Society of Australia and New Zealand (FSANZ) and is bound by the constitution of the FSANZ. The IVFDG nominates a representative to the FSANZ Board, and there is a Memorandum of Understanding in place (dated June 2020) between the FSANZ and the IVFDG.

Terms of Reference

The IVFDG:

1. Has a clear focus on ART sector development, including managing relationships with government, Federal and State based regulators, lobby groups or similar third parties, with reference to international standards and development.
2. Will advise ART units and the FSANZ on the impact of legislative and funding changes.
3. Will consult with ART units and the FSANZ on the annual fee that ART units pay to the Fertility Society of Australia and New Zealand, noting that:

The quantum of the annual fee paid by units to the IVFDG cost centre will be determined by IVFDG (following consultation with units and the FSANZ Executive on behalf of the FSANZ board);

The quantum of the annual fee paid by units to the FSANZ cost centre will be determined by the FSANZ (following consultation with the IVFDG on behalf of the units).

4. The IVFDG will manage and control its cost centre, noting that:
 - The IVFDG manages the professional lobby group (or equivalent) and has responsibility for the payment of that contract within the IVFDG cost centre;
 - The IVFDG has responsibility for the payment of the ANZARD contract within the IVFDG cost centre.
5. Contributes to the Reproductive Technologies Accreditation Committee (RTAC) Code of Practice.
6. Advises the FSANZ on relevant clinical matters, or other matters as required.

General Membership

The membership of the IVFDG shall consist of the Medical Director or nominee of each Primary and Associate IVF unit accredited by the Reproductive Technologies Accreditation Committee in Australia and New Zealand.

Each unit may send one additional doctor to attend IVFDG meetings. This additional attendee will not have voting rights.

Executive Committee

The Executive Committee will consist of seven members, being Chair, Deputy Chair, Treasurer, Secretary and three general positions.

The Executive Committee shall be elected by the general membership of the IVFDG (see below).

The Executive Committee shall determine the IVFDG representative to the FSANZ board, or a substitute if the representative cannot attend.

The Executive Committee has the right to co-opt individuals to attend Executive Committee meetings as required.

Election to the Executive Committee

Elections will occur every two years with each position being able to be re-elected for a maximum consecutive period of two terms or four years, whichever is the longer.

Non-IVDG individuals can be co-opted to the Executive by the Executive as required.

At least one member of the Executive Committee should be from New Zealand. If not, a New Zealand member may be co-opted.

The Secretary will take nominations for the Executive Committee four weeks prior to the AGM. If more nominations are received than there are positions then a ballot of IVFDG members will be held two weeks prior to the AGM.

An independent third party will manage any required ballot. Candidates may nominate for more than one position. Voting will be first past the post for all positions. If a candidate is not elected to a named position they may cascade down to the next nominated position in the order as listed above. In the event of a tied vote, the Chair may cast a deciding vote.

If a named position is left unfilled after the election or a casual vacancy occurs, the Executive shall elect a person to fill that position.

Each member of the IVFDG will be entitled to one vote.

Meetings

The AGM of the IVFDG will usually be held at the Annual Scientific Meeting of the FSANZ. The agenda will be circulated prior to the meeting. The Executive Committee has the right to invite other relevant individuals to that meeting and other IVFDG meetings.

The Executive Committee will meet either face to face or via teleconferences as required.

The Executive Committee may arrange further meetings of the general membership as required.

Executive Committee Duties

Chair

The Chair is responsible for ensuring the IVFDG fulfils its Constitution, Terms of Reference and Memorandum of Understanding with the FSANZ.

The Chair is responsible for the coordination of the Executive Committee's activities; and has the right to co-opt other appropriate individuals to assist as appropriate.

The Chair is responsible for informing the membership and FSANZ of all current matters of medical, political, legislative and financial importance in the provision of ART sector services

Deputy Chair

Shall assist the Chair.

Treasurer

The Treasurer's responsibilities include presenting an annual financial report to the AGM for the IVFDG cost centre in the FSANZ general accounts.

The Treasurer will authorise payments from the IVFDG cost centre in accordance with the process defined by the Executive.

Collaborating with the FSANZ Treasurer and Secretariat to develop an appropriate cost centre budget, monitor IVFDG expenses and conduct a transparent review of annual fees paid by units.

Maintain appropriate documentation for the FSANZ auditors.

Secretary

The Secretary's responsibilities include circulating the agenda for the AGM and other meetings.

Producing minutes of the AGM and Executive meetings and circulating them to relevant persons or bodies.

Calling for nominations every second year for membership of the Executive. If more nominations are received than there are positions available, the Secretary will arrange for election papers to be circulated.

Expenses

No expenses will be paid for IVFDG members or Executive to attend the AGM or other IVFDG meetings.

No stipend will be paid to Executive Committee members for their services.

No reimbursement shall be paid to general membership for services, or attendance at meetings.

When IVFDG members or Executive are involved in ART sector development activities, funding may be allocated to include reasonable travel and accommodation costs, such costs being approved by the IVFDG Treasurer.