

CONSTITUTION OF THE IVF MEDICAL DIRECTOR'S GROUP

Preamble

The IVF Medical Director's Group (the Group) is a subcommittee of the Fertility Society of Australia (FSA) and is bound by the constitution of the FSA.

Terms of Reference

The Group has responsibilities including but not limited to the following areas:

- 1 Maintenance and improvement of high quality Assisted Reproductive Technologies (ART) service provision by maximising success rates and ensuring appropriate consumer support.
- 2 Representing ART units and their patients to appropriate authorities on issues related to reproductive technologies such as:
 - (a) Funding
 - (b) Consumer access
 - (c) Legislation.
- 3 Contributing to the Reproductive Technologies Accreditation Committee (RTAC) Code of Practice.
- 4 Advising the FSA Board on relevant clinical matters.
- 5 Addressing clinical, ethical and competitive issues related to ART.
- 6 Setting the annual accreditation fee that ART units pay to the FSA.
- 7 Contributing to matters such as data collection and audit of ART.
- 8 Advise ART units on the impact of legislative and funding changes.
- 9 Advising the FSA Board on media and publicity issues relating to the good standing of ART in Australia and New Zealand.

General Membership

A Medical Director of an ART unit, which holds current accreditation with RTAC will be a general member of the Group.

A Medical Director may nominate a medically qualified representative to attend Group meetings and to vote in their absence.

Non-voting membership of the Group may be coopted to attend Group meetings from other organisations including but not limited to ACCESS, NASOG, RANZCOG and the AMA as required, or from other subcommittees of the FSA.

A Medical Director may request that an advisor attend Group meetings. That request may be granted at the absolute discretion of the Chair of the Executive Committee.

Executive Committee.

The officers of the Group's Executive Committee shall consist of a Chair, Deputy Chair, Treasurer, Secretary, Assistant Secretary and a New Zealand representative. Officers will be elected by the general membership of the Group for a term of two years. Elections will occur every two years, with officers being able to be re-elected for a maximum of two consecutive terms. At least one officer of the Executive must be a general member of a New Zealand ART unit.

One of the officers of the Executive Committee, other other than the Chair, shall also represent the IVF Medical Directors Group on the Reproductive Technology Accreditation Committee (RTAC).

Nominations for membership of the Executive Committee will be canvassed by the Secretary two weeks before the Group's Annual General Meeting (AGM) and if more nominations are received than there are positions then a secret ballot of the voting general membership shall be held at the AGM.

The Executive Committee will meet as often as is required to discharge its duties.

Meetings:

The AGM will usually be held during the Annual Scientific Meeting of the FSA (ASM). The AGM Agenda will be circulated at least one week prior to the meeting. The Executive Committee has the right to invite other relevant people to that meeting.

The Executive Committee may arrange such other meetings of the general membership as are required. Minutes of the AGM and other meetings will be distributed to all general members and to the Board of the FSA.

Accreditation Fees

Accreditation Fees provide the FSA with funds to cover the costs of RTAC, the annual ANZARD report, voluntary contributions towards organisations such as ACCESS and FertilityNZ and expenses incurred by members of the Executive Committee. In addition to the Group's expenses incurred in fulfilling its Terms of Reference the level of subscriptions will be reviewed annually and must be adequate to meet these defined costs.

Executive Committee:

Chair is appointed for a 2 year term. The Chair (or the Chair's nominee) automatically becomes a Director and Board member of the FSA. He or she is responsible for representing the Group's views to the FSA Board.

The Chair is responsible for the coordination of the Executive's activities. The Chair has the right to coopt other appropriate individuals to assist as appropriate.

The Chair is responsible for informing the membership of all current matters of political, legislative and financial importance in the provision of reproductive technologies.

Deputy Chair shall assist the Chair.

Secretary The Secretary's responsibilities include;

Circulating the agenda for the general meeting one week before the meeting

Producing minutes of the AGM and Executive meetings and circulating them to all members in a timely manner.

Calling for nominations every second year for membership of the Executive in a timely manner before the general meeting. If more nominations are received than there are positions available, the Secretary will arrange for election papers to be circulated with the AGM agenda.

Assistant Secretary shall assist the Secretary.

Treasurer The Treasurer's responsibilities include:

Presenting an annual financial report to the AGM for the Group's cost centre in the FSA general accounts.

Communicating regularly with the FSA Treasurer on issues of spending on Group funded activities.

Collecting data on this spending so as allow development of appropriate budget and transparent review of unit accreditation fees.

Communicate with FSA Treasurer to identify appropriate group expenses.

Maintain appropriate documentation for the FSA auditors

Expenses:

The members will not be funded to attend any Group meetings including the FSA Annual Scientific Meeting.

When Group members are involved in political and lobbying activities it may be appropriate to use business class travel facilities.

Richard Henshaw
Chair

This Constitution was approved at the IVF Medical Directors AGM held on 25th October 2009.