Stakeholder Advisory Committee (SAC)
Terms of Reference

Statement of Commitment
- ASAR is committed to ensuring mechanisms are in place to communicate with and receive advice from stakeholder organisations.

Purpose
To provide advice, input and feedback to the ASAR Board.

Accountability
- The SAC reports directly to the ASAR Board.
- The ASAR Board will consider all recommendations from the SAC and will make the final decision on all matters.

Functions
- Provide advice and written reports on stakeholder perspectives on the work of ASAR.

Composition
- ASAR Board member (Chair)
- ASAR Board Chair
- One Consumer advocate
- One nominee from each of the organisations listed below:
- ASAR Accredited Course provider (as elected by the accredited course providers)
- Australian Institute of Radiography (AIR)
- Australian Sonographers Association (ASA)
- Australasian Society for Ultrasound in Medicine (ASUM)
- Cardiac Society of Australian and New Zealand (CSANZ)
- Primary Care, Diagnostics & Radiation Oncology Branch (PCDRO), Medical Benefits Division (MBD), the Department of Health and Ageing (DoHA).

In addition to the organisations listed above, the ASAR Board will consider requests from organisations to nominate a representative to join the SAC, who can demonstrate that they have direct involvement with the objects of ASAR.

Meetings will also be attended by the following, non-voting members:
- ASAR General Manager

Terms of appointment
Each year, the Board will appoint one of its members to the role of SAC Chair.

The consumer advocate and participants nominated by the stakeholder organisations and approved for appointment by the ASAR Board will be appointed by the Board for a period of two years and are eligible for reappointment for term of two years, to a maximum of six years. Participants are not eligible for renomination after their third consecutive term until a period of two years (one term) has elapsed. Participants can be changed during their term at the discretion of the nominating body and the ASAR Board.

Meeting Procedures

- The SAC will meet a minimum of three times per year face to face or via videoconference or teleconference, as determined by the Chair.
- The agenda and supporting papers should be disseminated at least one week prior to the scheduled meeting date.

Quorum

- A quorum will consist of half the current number of Committee members.
- If the Chair is unable to attend a meeting, the ASAR Board will provide another Board member to chair the meeting.

Conflicts of Interest

All members of the committee must comply with ASAR's Conflicts of Interest policy.

Funding

- There is an expectation that nominating professional bodies will fund the attendance of their nominee at SAC face to face meetings.
- ASAR will fund the attendance of the consumer advocate (if appointed) and the nominated ASAR accredited course provider, should external funding not be available.