



Rural & Remote SIG of Paramedics Australasia
Outlining the Roles and Functions of the PA Rural & Remote SIG Committee

NAME OF BOARD COMMITTEE	PA Rural & Remote SIG Committee
TYPE OF COMMITTEE	Committee of the Board
RELATED DOCUMENTS	PA Constitution PA Rules
SUMMARY <i>Brief summary of the role of the PA Rural & Remote SIG Committee</i>	To provide representation on key bodies, such as the Australian National Rural Health Alliance, and to provide an important perspective to rural and remote healthcare delivery. To disseminate research and current information pertaining to the diverse roles found in the rural and remote community.
Board Approval	The PA Rural & Remote SIG Committee Terms of Reference were determined by the PA Board at its meeting on 24 August 2017.
REVIEW DATE for the PA Board	August 2022



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1. AUTHORITY

The Paramedics Australasia (PA) Board has established the PA Rural & Remote SIG Committee as a committee of the Board under its power set out in the PA Constitution. Under **Clause 6.3.8** of the Constitution, the Board may from time to time appoint standing and other committees for general or special purposes and establish Terms of Reference to guide the functions and tenure of such committees.

2. PURPOSE

In establishing the PA Rural & Remote SIG Committee (PARRSIGC), the Board has determined that the PARRSIGC powers and functions are to:

Provide Rural and Remote support to the activities of PA.

3. RESPONSIBILITY AND SCOPE OF ACTIVITIES

The activities of the PARRSIGC shall be governed by the Constitution, the Objects of PA and by the PA Rules. Any policy proposed by PARRSIGC must be approved by the Board and be consistent with the Constitution and Rules of the PA.

Subject to the provisions of the Constitution, the PARRSIGC may appoint Rural & Remote sub-committees or working groups comprising members of PA together with other persons. These sub-committees shall make recommendations to PARRSIGC or perform certain functions as tasked by PARRSIGC.

Programs and Activities for which PARRSIGC is responsible

- a) To develop and implement an annual Business Plan that identifies PA Rural & Remote activities and tasks necessary to effectively support the achievement of the goals identified in the PARRSIGC Terms of Reference.
- b) Confirm membership of PARRSIGC with the PA Board annually. Ensure that the names of any proposed new members of PARRSIGC are submitted to the Board for appointment as a member of PARRSIGC (in their capacity as a member of a committee of the Board).
- c) Financial:
 - i) Preparation of a PARRSIGC budget for approval by the Board as per the PA Budget process and in line with guidelines provided by the Board Finance Committee each year.
 - ii) Review financial performance preferably on a monthly but at a minimum on a quarterly basis based on reports provided by the PA Finance Officer and identify



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actions required to control expenditure and/or maximise revenue opportunities in a timely manner.

- iii) Ensure that the National Treasurer, through the PA Finance Officer, is informed of areas where under-performance has been identified and the proposed actions identified to address this.
 - iv) As part of the PA annual budget review process, assess PARRSIGC activities and provide constructive advice and / or recommendations to the PA Chief Executive Officer (CEO) and Board concerning all aspects of the financial performance of PARRSIGC.
 - v) Discuss with CEO appropriate sponsorship opportunities for PARRSIGC consistent with PA policy. PARRSIGC Chair to negotiate and secure PARRSIGC financial sponsorship where that is available.
- d) Member Communication:
- i) As requested by the CEO, provide written reports on PARRSIGC activities or forthcoming activities for inclusion in PA communications including *Rapid Response, Response* and PA Web items (as appropriate).
 - ii) Provide written reports on annual activities as requested for the Board's Annual Report.

4. PARRSIGC MEMBERSHIP

The Office Bearers of PARRSIGC shall include the following:

- I. PA Rural & Remote Coordinator appointed by the PA Board
- II. 3 -4 members with selected specialised rural and remote paramedicine knowledge
- III. A PA director appointed by the PA Board

4.2 Ex-Officio members

The PA President and EO shall be ex-Officio members of PARRSIGC.

4.3 Chair of PARRSIGC

The PA Rural & Remote Coordinator will Chair PARRSIGC meetings and preside over PARRSIGC activity and delegate this to another Office Bearer in their absence.



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5. MEETINGS

5.1 Frequency

PARRSIGC shall meet at such times and places as it may determine but no less frequently than four times a year. The meeting may be held by teleconference unless approved otherwise by the PA Board.

Meeting dates are to be confirmed with PARRSIGC members with at least seven days' notice.

5.2 Quorum

A quorum shall consist of a simple majority of the standing members and office bearers of PARRSIGC.

5.3 Declaration of Conflict of Interest

PARRSIGC members are responsible for declaring a conflict of interest, whether pecuniary or non-pecuniary. In all cases where a conflict of interest exists, or may be reasonably perceived to exist, the PARRSIGC member shall declare the actual or perceived conflict of interest (and it be so minuted) and absent themselves from participation in the decision-making process.

5.4 Agenda

The agenda shall be prepared by the Chair prior to the meeting. The agenda and papers shall be prepared and distributed by the Chair at least three working days prior to the meeting, where practicable.

5.5 Minutes

All meetings shall be minuted and the minutes distributed to all members of PARRSIGC within two weeks of the previous meeting, an electronic copy of the Minutes will be provided to the CEO for inclusion in the papers of the next Board Meeting for a Board decision (if needed) or for noting.

6. REPORTING ARRANGEMENTS

The PARRSIGC formally reports to the PA Board on a regular basis in a manner determined by the Board.

All sub-committees of the PARRSIGC must report formally to the PARRSIGC in a manner and frequency determined by the PARRSIGC and set out in the tasking of the sub-committee.