



## **Australasian Medical Education Officer (MEO) Committee Terms of Reference**

### **1. Purpose:**

The purpose of the Committee is to foster a strong commitment to continuing education and networking of MEOs within the Australasian region through continual improvements in teaching, learning, research, support and dedication.

### **2. Functions:**

1. Assist in the development, implementation and evaluation of the National Forum MEO workshop.
2. Provide an update on the MEO workshop to the National Forum and to the CPMEC Board.
3. Act as a conduit between MEOs and CPMEC.
4. Promote MEO networking and sharing of resources nationally.
5. Ensure MEOs are represented and have input in national medical education issues.
6. Identify and collaborate on research initiatives.

### **3. Composition/membership:**

1. Each Australian State/Territory and New Zealand to nominate up to two MEOs to represent their State/Territory (including New Zealand). Additional MEO reps will be considered on a case-by-case basis
2. CPMEC representative.

### **4. Chair:**

The MEO representing the State/Territory (or New Zealand) hosting the next National Forum, or their nominee. The Chair role is formally handed over at the face-to-face meeting at the National Forum.

### **5. Quorum:**

At least 5 States/Territories (or New Zealand) must be represented at each meeting.

### **6. Meetings:**

1. CPMEC to meet costs of up to 4 teleconferences per year.
2. The Committee will meet face-to-face at the National Forum, prior to or after the MEO workshop.
3. Minutes are to be recorded by CPMEC, edited by the Chair and distributed to members within two weeks of the meeting.

### **7. Circulation of agenda**

The Chair will prepare an agenda for distribution to members at least three working days prior to the next scheduled meeting. Members will forward items for inclusion on the agenda to the Chair at least five working days prior to the scheduled meeting date.

### **8. Administration support & funding required:**

CPMEC to arrange:

1. Payment & administration of teleconferences.
2. Invite States/Territories and New Zealand to nominate MEO representative at the start of each year.
3. Hosting a webpage about the Australasian MEO Committee (and provide a link to the national MEO portal).

Chair to arrange:

1. Meeting dates and agenda and email to all members.
2. The face-to-face Committee meeting at the National Forum, with assistance from the National Forum Organising Committee.