**ANZAHPE Committee of Management (CoM) Information Sheet 2022**

CoM **meetings** are held generally held each month by video conferencing (Zoom).

Summary Notes and an Action List are circulated following the meeting.

Teams is used for CoM meeting documents and as a shared work space.

There are **four major meetings** for the Committee of Management over the period between the AGM.

**CoM 1**

**Immediately following AGM**

This meeting is the first of the newly formed Committee following the AGM, and is generally a meeting held during, or at the conclusion of the conference program. At this meeting, the new Executive is formed and other CoM portfolios are assigned if possible.

**CoM 2**

**October/November**

This meeting is one of two major reporting and planning meetings for the year. Pre-COVID, this meeting was held over two days as a face-to-face meeting. If a face-to-face meeting is reinstated in the future, all costs for travel and accommodation are covered by ANZAHPE

At CoM 2, Priority issues are discussed. CoM members report on activity related to their roles. The FoHPE Editor, Conference Convener and Fellowship Scheme Lead also provide update reports. This meeting is an opportunity for CoM to conduct forward planning for the Association and a draft budget for next year is presented for approval.

**CoM 3**

**March**

This meeting is a longer monthly meeting to allow time for comprehensive updates since the CoM 2 meeting and to discuss preparations for the Annual Conference. CoM members provide a short report on items that prioritize for discussion at this meeting.

**CoM 4**

**At time of conference – generally July**

This meeting can be up to a full day in duration and is held immediately prior to the Annual Conference and is a major reporting and planning meeting. Reports are presented by CoM members. The Auditors Financial Statement and Report to the Committee of Management is received. The FoHPE Editor, Conference Convener, and Fellowship Lead provide update reports. Reimbursement of additional costs incurred for attendance at this meeting is available. Refer to OPGI for details.

**AGM**

Reports are received by:

President

Membership Secretary

Treasurer (including Financial Statement from Auditor)

**Director identification number (DIN)**

ANZAHPE CoM are Directors of the Association. As of the 5th of April 2022, directors will need to have applied for their Director Identification Number (DIN) prior to appointment.

Full details [here.](https://www.abrs.gov.au/director-identification-number)

**OPGI (Operating Guidelines, Procedures and Information)**

This document is an internal system and procedure outline.

The Honorary Secretary manages updates to the OPGI in line with an annual review of roles by portfolio holders and Association procedures. Changes to the OPGI are ratified by CoM. .

**OBJECTS AND RULES (Constitution)**

ANZAHPE is a not-for-profit Association and an Incorporated body registered in NSW.

Committee of Management members are listed as Directors of the Association.

[View here](https://www.anzahpe.org/resources/Documents/Policies/OBJECTS%20and%20RULES%20August%202021.pdf)

View ANZAHPE documents and policies [here](https://www.anzahpe.org/Documents)

Updated April 2022