

## **TERMS OF REFERENCE - National Conference Program Working Group (NCPWG)**

The role of the NCPWG is to develop the conference program for the AMA's 2024 National Conference and consider a rolling plan for future annual conferences.

### **Objectives of the 2024 National Conference:**

- To gather the AMA's members and non-members across all medical specialty groups to learn, share ideas, create new ideas, discuss topics of interest and ignite motivation.
- To provide a networking opportunity to the medical profession across all medical specialty groups.
- To educate stakeholders and target audiences about the AMA and its work.
- To attract 500-750 in-person delegates.
- To ensure the AMA's reputation and the reputation of the conference series is maintained
- To financially breakeven in the first year and deliver a revenue stream in future years.

### **Role of the NCPWG**

The role of the NCPWG is to work collaboratively with the AMA National Conference Management Team consisting of the:

- Secretary General
- General Manager Corporate Services
- Events Coordinator

and the Professional Conference Organiser (**PCO**) contracted to assist with the delivery of the 2024 National Conference to:

- Develop the theme for the 2024 National Conference.
- Develop a program for the 2024 National Conference that is a balance of medico-political, academic, educational and motivational content that will prove attractive to potential registrants, sparking return attendances.
- Suggest, select and foster relationships with domestic and international conference speakers.
- Contribute to the development of conference social activities for the 2024 National Conference that complement the conference program.
- Commence program planning for future annual conferences.

### **Membership**

The members of the NCPWG are:

- A director of AMA Limited who is appointed by the Board of AMA Limited to chair the NCPWG
- One Federal Council member
- Two Federal policy and/or advocacy staff nominated by the Secretary General
- Seven general members who will be selected in accordance with the criteria below.

Members do not receive any remuneration but may be reimbursed for travel expenses in line with the AMA Travel Policy. They will also receive complimentary registration for the 2024 National Conference.

### **Duration of membership**

The Chair is appointed for 24 months (unless terminated earlier by the Board of AMA Limited). The Chair's appointment ceases if they cease to be a director of AMA Limited.

General members of the NCPWG are appointed for an initial term of 12 months and may apply to be reappointed for **one** further term of 12 months.

The two staff members will generally serve on NCPWG for 12 months.

### **Selection Criteria for general members of the NCPWG**

Persons interested in being general members of the NCPWG must submit an expression of interest (EOI) to the Chair of the NCPWG.

The Chair of the NCPWG and AMA National Conference Management Team will select general members for the NCPWG from the submitted EOIs.

Members are expected to:

- be a student or ordinary member of AMA Limited or have another connection with the AMA (eg. as a staff member of AMPCo or a State or Territory AMA); and
- have previously assisted in delivering a successful conference program and have connections with potential local and international speakers.

The definition of a successful conference is:

- A conference with 400 or more attendees
- The conference was financially viable
- The conference attracted returning delegates, sponsors and exhibitors
- The conference had relevant content and engaging speakers

The selection committee may also consider other factors to ensure that the NCPWG represents doctors and medical students from different geographies, ages, genders, specialities, backgrounds and career stages.

### **Conflicts of interest**

Members should declare any conflicts of interest as they arise.

### **Meetings**

The NCPWG is expected to meet at least six times per annum, with meeting dates guided by the date selected for the 2024 National Conference. The Chair may convene additional meetings as required.

The Events Coordinator will provide secretariat support, including maintaining minutes.

### **Reporting**

The NCPWG reports to the Board of AMA Limited through its Chair.