Committees of Council Policy

Purpose

The purpose of this Policy is to provide clarity, consistency and coherence in the operational processes across all committees and working groups of MA Queensland Council. The Policy should be read alongside the Terms of Reference of the Committees and Working Groups.

Background

Subject to the Constitution[1] the AMA Queensland Board has established four formal standing Committees:
- Finance, Risk and Audit Committee (FRAC)
- Governance Committee (GC)
- Nominations Committee (NC)
- AMA Queensland Council (Council)

Unlike the first three Committees, the formation of AMA Queensland Council is mandated in the Constitution[2]. The legacy of the prominent role of Council in the decades of history of policy development and public engagement has led to a degree of sophistication and complexity in the functioning of this particular committee. As such, it occupies a higher internal and external profile than do any of the other Board committees.

Council brings together representatives from various groups in the profession and operates with a diverse range of inputs to develop and promote the policy-related objectives of AMA Queensland. To assist it in its role, Council has established three formal standing Committees:
- Committee of General Practice (CGP)
- Committee of Doctors in Training (CDT)
- Committee of Consultant Specialists (CCS)

AMA Queensland's Committees

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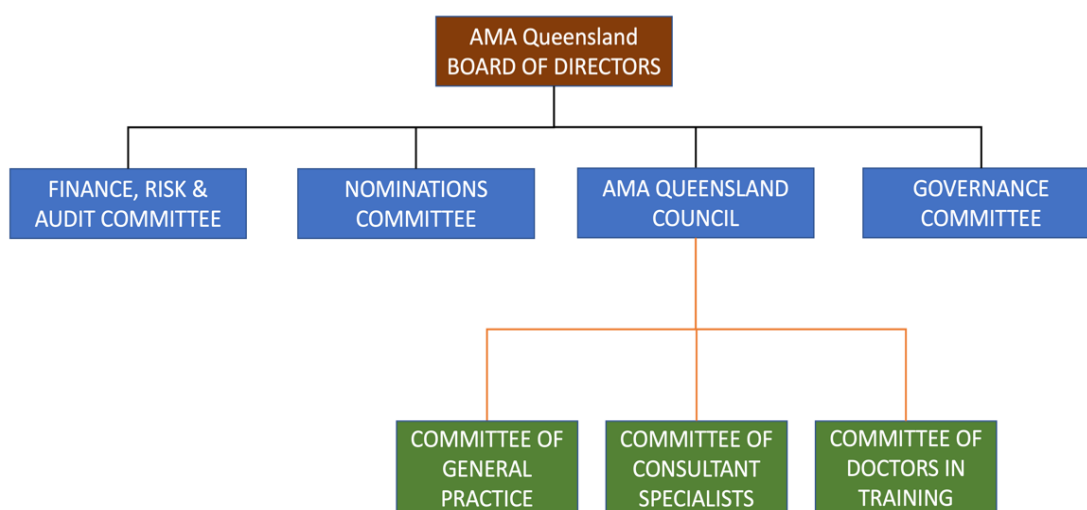
[1] Constitution of Australian Medical Association Queensland 14.12 (a) The Directors may delegate any of its powers to committees consisting of Directors or any other person (who need not be a Member) as they think fit.

[2] Constitution of Australian Medical Association Queensland 14.12 (b) The Directors must appoint the AMA Queensland Council having representation of Ordinary Members and governed by the terms of reference approved by the Directors.

AMA Queensland Committees of Council Policy
Approved by the AMA Queensland Board 2 May 2024
Next review date May 2025

Page **1** of **15**

Section 1: Committees of Council

Policy Statement

All Committees of Council are to operate according to the principles outlined in this policy. Any departure from the application of this Policy requires the approval of the Council, which if given, will be reflected in the Terms of Reference of the relevant Committee.

Terms of Reference (TOR)

Every Committee will have a terms of reference developed using the template attached at Appendix A. The TOR will be reviewed by each Committee and approved by Council every two (2) years.

Purpose

Committees are established to support the work of Council. The purpose of a Committee will be clearly stated in its TOR. Committees only make recommendations to Council which retains the responsibility for decision making.

Selection of Members (including casual vacancies)

Committee members should be a member of the AMAQ and a practicing member of their craft group where applicable. Committees will determine the selection criteria for its membership that should include elements such as experience, interest and ability to commit to the time required. The call for nominations will outline the selection criteria and expressions of interest would require a CV and a short statement of interest. To the greatest extent possible, membership composition must encompass diversity (gender, location, expertise, etc)

1. Nominations for membership of committees are to be sought in the following ways:
   a. From the wider AMA Queensland membership through a call for expressions of interest
   b. From AMA Queensland members who have previously unsuccessfully nominated for other AMAQ positions
   c. From suggestions made by active members within AMA Queensland networks
2. Councillors who are craft group representatives are *ex-officio* members of that craft group committee.
3. Selection for membership of committees from nominations will be made by the Chair of the Committee in consultation with the Chair of the Nominations Committee. Committee membership will be endorsed by Council at time of endorsement of that Committee's TOR.

Tenure of Members

Appointments to Committees will be for a period of up to two (2) years, and re-appointments may be made up to a maximum of six (6) consecutive years.

Size of Committee

The number of members of a Committee should be sufficient to enable the purpose of the Committee. As a guide, the number of Committee members on each Committee should normally be no more than eighteen (18). Should it be required, there is the potential for Committees to co-opt additional members if specific specialised knowledge is required and/or establish ad hoc working groups to focus on specific portfolios.

AMA Queensland Committees of Council Policy
Approved by the AMA Queensland Board 2 May 2024
Next review date May 2025

Page **2** of **15**

Election of Chair

Committee Chairs must be AMA members, a practicing member of their craft group and have had a minimum of one year involvement on the Committee in the previous two calendar years.

To elect a Chair, nominations are called from the whole committee and the Chair is elected by the members of the Committee. The Chair will be an ex-officio member on AMAQ Council. The election process is as outlined:

1. AMA Queensland Council Chair calls for nominations from all members of the Committee, to be submitted to the Chair of Council and the Chair of the Nominations Committee.
2. If more than one nomination is received, an election for the relevant position will be held.
3. If a single nomination is received, this member will be appointed unopposed
3. Nominees will submit a candidate statement which will be emailed to the relevant Committee members who may ask questions of the nominees over a 2 week period.
4. An election will be undertaken via email – A notice will be sent out to all the relevant Committee members. Each member will email their vote to the Chair of Council and the Chair of the Nominations Committee. Voting will close after a week.
5. The election result will be communicated to the nominees and then to all of the Committee and the AMA Queensland Council. The Council will report the result of the elections in its report to the Board at its next meeting.

The Committee Secretariat will conduct the ballot on behalf of the Chair of Council.

Tenure of Chair

Committee chairs are elected for a one (1) year term with the encouraged option to extend (or re-nominate) for an additional one year with the support of the Committee, demonstrated via a vote of endorsement prior to the end of that term. A maximum of four (4) consecutive years may be served as Chair.

Role of Chair

In addition to conducting the business of the meeting, the Chair of a Council committee should provide leadership, representation and advocacy on the issues relevant to their committee. Reporting to Council and the relevant Federal committee are essential duties of the Chair. Any other duties should be agreed by the Committee and be reasonable in the circumstances.

In the event that the Chair is absent, the Chair will nominate a member of the Committee to chair the meeting. Otherwise those members in attendance will select one of their number to chair that meeting

It is recommended that new Committee Chairs undergo an induction with the CEO. The orientation process should include an introduction to the Federal counterpart and their contact details. Where possible, handover to an incoming Chair would be ideal to ensure continuity.

Interaction between State and Federal Committees

The Committee Chairs should be the Queensland Representative on the respective Federal Committee to facilitate information exchange between the two groups. If a second Queensland Representative is required, that delegate should also be from the respective Queensland committee.

The reports that Committee Chairs present to their Federal Committee should be shared with the whole of Council either at the next Council meeting. Information exchange between State and Federal counterparts

AMA Queensland Committees of Council Policy
Approved by the AMA Queensland Board 2 May 2024
Next review date May 2025

Page **3** of **15**

should be done via email as needed– with the CEO copied into all correspondence to ensure alignment with operational matters. Committee Chairs should meet with the CEO fortnightly to keep all parties informed of emerging state and federal issues.

Accountability of Committees

The Committee Secretary will minute the proceedings and resolutions of all meetings of the Committee, including recording the names of those present. Draft minutes of Committee meetings will be circulated to all members of the Committee and, once agreed, to all members of the Council unless the Chair of Council determines that it would be inappropriate to do so.

Committee Chairs will provide a written report to the Council and be allocated up to 10 min for questions. The reporting should be focused, concise but comprehensive of those matters that need reporting. The attached template Appendix B – Report of XXXX Committee Chair - will incorporate

- Report on recent activities
- Matters for discussion at Council (Consider Council paper for recommendations requiring decision)
- Matters that need to be escalated to Federal

The Committee will make whatever recommendations to the Council that it deems appropriate on an area within its remit where action or improvement is needed.

Committee members who do not attend for a number of meetings in succession without valid reason or apology (defined in the TOR of the Committee) may be removed from the Committee by the Council on the recommendation of the Chair of the Committee.

Working Methods

The Committee will meet at intervals as determined by the Council or at such other times as the Chair of the Committee thinks fit. Decisions of the Committee will be made by a simple majority vote. In the event of an equality of votes the Chair will not have a second or casting vote and the resolution will be taken to be rejected.

The quorum necessary for the transaction of business will be a simple majority of Committee members, counted as those persons present at the beginning of a Committee meeting. The CEO or nominee will act as the secretary of the Committee. Meetings of the Committee may be held face to face or using any technology which enables members to participate in a discussion.

Review and Evaluation

The Committee will review its Terms of Reference and will evaluate its performance every year at its last meeting prior to the AMA Queensland Annual General Meeting. Committee members will submit completed evaluation forms for discussion at its last meeting using the template in Appendix E. The Committee will include its conclusions and recommendations in the papers of the next Council meeting (or as is practical).

Engaging with wider Membership

The Committee Chair provides a report to Council and is given up to 10mins for questions. The salient points arising from that exchange can be included in the Chair of Council's communique to the wider membership.

AMA Queensland Committees of Council Policy
Approved by the AMA Queensland Board 2 May 2024
Next review date May 2025

Page **4** of **15**

Following its presentation and acceptance by the Council, the Committee Chair report may be uploaded to AMA Queensland Member Portal for comment from AMA Queensland members outside of the Committees. Committee chairs should be supported to circulate relevant information to the wider membership eg record short video updates for social media or write columns for DoctorQ.

Social media channels used by AMA Queensland should also be utlised to engage member views on policy issues for example, through AMA Queensland Member Portal or AMA Queensland Facebook or Linkedin. It is important that the AMA Queensland has the ability to poll member sentiment on various issues, especially those that are controversial.

Examples of social media to engage membership:

- Items of specific interests can be uploaded with commentary inviting feedback from the wider membership eg Senior Doctor Working Group series on "Did you know…"
- Running surveys on topical issues eg Voluntary Assisted Dying survey
- Quick polls with yes or no answers for rapid turnaround on hot topics
- Uploading Committee Chair reports and inviting comments

Section 2: Working Groups of Council

Policy Statement

AMA Queensland Council and their respective Committees will periodically establish ad hoc working groups for particular tasks such as the provision of advice on specialised or particular matters.

All Working Groups (WG) of Council are to operate according to the principles outlined in this policy. Any departure from the application of this Policy requires the approval of the establishing body (ie Council or Committee of Council), which if given, will be reflected in the Terms of Reference of the relevant Working Group. The decision to initiate a Working Group should be made by either a Committee or Council and must be approved by majority vote.

Terms of Reference (TOR)

Working groups have simple terms of reference, centred on the outcomes to be achieved. The TOR are determined by the Chair of the Working Group in consultation with the Chair of the body that established the Group. Working Groups will develop its terms of reference using the template attached at Appendix C.

An annual review of a Working Group's TOR should be undertaken by its establishing body to determine its ongoing relevance.

Purpose

Working Groups are created for a specific task or project and therefore have a limited tenure. The objectives of the Working Group are clearly articulated in its TOR with time lines in place where appropriate.

Selection of Members

Working Group members should be a member of the AMA Queensland with expertise in the focus and objectives of the Working Group. The selection criteria will be determined by the Chair of the Working Group in conjunction with the Chair of the establishing body (Council/Committee) and together they will hold responsibility for appointing the membership.

Through the secretariat, AMA Queensland maintains a list of Members with special interests or expertise who can be approached to join a Working Group requiring their particular skills. It is also recommended that a call for expressions of interest be circulated through appropriate channels to capture those interested in the focus and

AMA Queensland Committees of Council Policy
Approved by the AMA Queensland Board 2 May 2024
Next review date May 2025

Page **5** of **15**

objectives of the Working Group.

A call for Working Group members should outline the selection criteria and an expression of interest would require a CV and a short statement of interest. Should medical practitioners not have specific specialised skills needed to achive the objectives, the Working Group may consider seeking the advice and expertise of a non-medical practitioner. To the extent possible, Working Group membership composition should encompass diversity (gender, location, expertise, etc).

Tenure of Members and Chair

Appointments to Working Groups will be for the duration of the Working Group's existence and will end when the Working Group's objectives have been achieved.

Size of Working Group

As a guide, the number of working group members should ideally be no more than six (6).

Appointment of Chair

The Chair of a Working Group should ideally be a member of, and appointed by, the body that established the working group ie Council or Committee. The Chair of Council/Committee will call for an expression of interest from amongst the Council/Committee. However if a Member with more extensive and relevant expertise exists within the wider Membership, that person may also be considered for the Chair position.

Role of Chair

In addition to conducting the business of the meeting, the Chair of a Working Group should provide leadership in driving the work of the Working Group and reporting back to its establishing body. The Chair is responsible for ensuring the Working Group meets as often as necessary to meet the Working Group's set objectives within its specified time frame.

Accountability of Working Groups

A standing agenda item will be added to establishing bodies' meeting agendas for management to provide a written update regarding the Working Group's progress. This would be the CEO for Council meetings and secretariat for Committees. Establishing bodies will dedicate 5-10 minutes on their agendas to discuss the progress of its Working Groups with relevant input by its Chair.

The reporting should be focused, concise and relate directly to the Working Group's objectives. The attached template Appendix D –XXXX Working Group Report - will incorporate

- Objectives of Working Group
- Progress against objectives
- Recommendations of Working Group (if applicable)

The secretariat will minute the proceedings and resolutions of all meetings of the Working Group, including recording the names of those present. Draft minutes of Working Group meetings will be circulated to all members of the Working Group and, tabled at the next meeting of the Council unless the Chair of Council rules that it would be inappropriate to do so.

AMA Queensland Committees of Council Policy
Approved by the AMA Queensland Board 2 May 2024
Next review date May 2025

Page **6** of **15**

Working Methods

The Chair of the Working Group will determine the meeting frequency, times and seek agreement from the Working Group members. Decisions of the Working Group will be made by a simple majority vote. In the event of an equality of votes the Chair will not have a second or casting vote and the resolution will be taken to be rejected.

The quorum necessary for the transaction of business will be a simple majority of Working Group members, counted as those persons present at the beginning of a meeting. The CEO or nominee will act as the secretary of the Committee. Meetings of the Committee may be held face to face or using any technology which enables members to participate in a discussion.

Review and Evaluation

The establishing body will review the Working Group's TOR on an annual basis to determine its ongoing relevance. The CEO will also advise establishing bodies when Working Groups have achieved key outcomes and may no longer be required.

Section 3: Technical Advisory Groups

Background

It is useful to have specialised expert Working Groups to inform Council and the AMA Queensland Board and management on specific policy issues. However, it is not feasible to have a Working Group for every policy issue that AMA Queensland has to deal with, nor is it agile enough at times. The medico-political sphere can move at a very fast pace andAMA Queensland and Council must have the ability to source quality expert opinion often at very short notice.

Technical Advisory Groups

Technical Advisory Groups (TAG) are small, task specific groups of 2-3 subject matter experts who would work with AMA Queensland staff to achieve a specific objective. For example:

- Providing input into the development of a survey
- Developing a draft position statement
- Identifying the key issues in a policy topic
- Providing recommendations on how to socialise a policy position
- Reviewing existing policy positions for Council

These TAGs would not require formal TORs or meetings as most of the work would be done via emails or videoconferences and would be fully supported by the relevant AMA Queensland team. TAGs only provide expert input to inform the development of policy but have no authority to approve policy.

All AMA Queensland position statements and policies are approved by AMA Queensland Council. Council will be advised of the subject matter experts that are identified to form TAGs. A dedicated TAG#channel will be set up on BoardEffect to keep Council informed of the issues being addressed by the TAGs.

Example

The Extended Scope of Practice Working Group was formed in 2020 with the objective to "Collate, analyse, advise and disseminate information, including clinician concerns about risks to the profession and public of the proposal to establish a pharmacy council in Queensland, the pharmacy prescribing trial, and the Queensland governments continued support of efforts to increase the scope of practice for non- medical practitioners. This includes

AMA Queensland Committees of Council Policy   Page **7** of **15**
Approved by the AMA Queensland Board 2 May 2024
Next review date May 2025

identification of any unintended consequences associated with any proposed expanded scope of practice matters."

The Task Substitution-2020 position statement was developed by the Working Group and approved by Council in Februray 2020. Council also supported the Working Group's recommendation for "a multi-faceted media campaign focussing on the importance of today's doctor". The position statement provides guidance to AMA Queensland CEO and President to pursue a multi-faceted media campaign and a mechanism to drive AMA Queensland's policy on extended scope of practice.

At its November 2021 meeting, Council approved the Working Group recommendation to transition to a Technical Advisory Group as the Working Group had met its objectives. The Extended Scope of Practice TAG (3 members) will be able to provide advice on the implementation of AMA Queensland's advocacy efforts on this issue in a timely fashion and on an as needed basis.

Attachments:
Appendix A: Committee Terms of Reference Template
Appendix B: Committee Chair Report Template
Appendix C: Working Groups Terms of Reference Template
Appendix D: Working Group Report Template
Appendix E: Annual Committee Evaluation

AMA Queensland Committees of Council Policy   Page **8** of **15**
Approved by the AMA Queensland Board 2 May 2024
Next review date May 2025

Appendix A

<Insert Name of Committee> Terms of Reference

The <insert Name of Committee> has been established by resolution of the <Council/Board> to provide considered and expert advice and recommendations to the <Board/Council> on matters relating to its purpose.

1.   Purpose

1.1   The purpose of the <Insert Name> Committee is to:
    a) purpose 1;
    b) purpose 2;
    c) purpose 3….

2.   Membership

2.1   All members of the <Insert Name> Committee should:
    a) Attribute 1 eg be a practicing medical practitioner
    b) Attribute 2 eg have expertise in XXXX
    c) Attribute 3…

2.2   Members of the <Insert Name> Committee are appointed according to the <Board/Council> Committee and Working Groups of <Board/Council> Policy

2.3   Appointments to the <Insert Name> Committee will be for a period of one (1) to two (2) years, which may be extended up to six (6) consecutive years, at the discretion of the <Board/Council>.

2.4   The Committee will have up to 18 members but may co-opt additional members if specific specialised expertise is required.

2.5   Membership will be reviewed by the <Board/Council> every XX years.

3.   Chair

3.1   The Chair of the Committee will be <elected by the members of the Committee> OR <appointed by the Board>.

3.2   The Chair of the <Insert Name> Committee should:
    a) Attribute 1 eg be a practicing medical practitioner
    b) Attribute 2 eg have demonstrated leadership ability
    c) Attribute 3 eg be able to speak on topic….
    d) Attribute 4 eg be a member of the committee for at least 1 year in the previous 2 calendar years

3.3   The Chair will facilitate the conduct of the business of the meeting. In the event that the Chair is absent, the Chair will nominate a member of the Committee to chair the meeting. Otherwise those members in attendance will select one of their number to chair that meeting.

AMA Queensland Committees of Council Policy
Approved by the AMA Queensland Board 2 May 2024
Next review date May 2025

Page **9** of **15**

3.4   The Chair will serve for a 1 year term with the encouraged option to extend/re-nominate for an additional year with the support of the Committee, demonstrated via a vote of endorsement prior to the end of that term. A maximum of 4 consecutive years may be served as Chair.

4.   Accountability

4.1   The <Insert Name> Committee reports to the <Board/Council>.

4.2   The Committee Chair will report to the next <Board/Council> meeting on all relevant matters relating to its duties and responsibilities.

4.3   The Committee will make whatever recommendations to the <Board/Council> that it deems appropriate on matters within its remit.

4.4   The Secretary will minute the proceedings and resolutions of all meetings of the Committee. Draft minutes of Committee meetings will be circulated to all members of the Committee and, once agreed, to all members of the <Board/Council> unless it would be inappropriate to do so.

4.5   Secretary will record the names of those present and in attendance. Members who do not attend for XX number of meetings in succession without valid reason and apology may be removed from the Committee after consultation with the Chair of the <Board/Council>.

5.   Working Methods

5.1   The Committee will meet <add period> and at such other times as the Chair of the Committee thinks fit.

5.2   Decisions of the Committee will be made by majority vote. In the event of an equality of votes the Chair will not have a second or casting vote and the resolution will be taken to be rejected.

5.3   The quorum necessary for the transaction of business will be a simple majority of Committee members.

5.4   The CEO or nominee will act as the secretary of the Committee.

5.5   Meetings of the committee may be held face to face or using any technology which enables members to participate in a discussion.

6.   Review

6.1   The Committee will review its Terms of Reference and will evaluate its performance every XX year(s) at its last meeting prior to the next AMA Queensland Annual General Meeting. It will include its conclusions and recommendations in the papers of the next <Board/Council> meeting (as is practical).

Related documents

- Committee and Working Groups of <Board/Council> Policy Document.

AMA Queensland Committees of Council Policy   Page **10** of **15**
Approved by the AMA Queensland Board 2 May 2024
Next review date May 2025

Appendix B

<Insert Name of Committee> Chair Report

Report on recent Activities

The <insert name of Committee> Committee met on <date(s)>

Other activities included ….

1. Social Media / Publication …
2. Events…
3. Policy / Advocacy …

Matters for discussion at Council:

1. …
2. …
3. …

Recommendations to Council: *(Consider Council paper for items requiring decision)*

1. …
2. …

Matters to be escalated to Federal:

1. …
2. …

AMA Queensland Committees of Council Policy
Approved by the AMA Queensland Board 2 May 2024
Next review date May 2025

Page **11** of **15**

Appendix C

<Insert Name of Working Group> Terms of Reference

AMA QUEENSLAND

The <insert Name of Working Group> has been established by the <Committee/Council/Board> to provide considered and expert advice and recommendations to the <Committee/Council/Board> on matters relating to XXXXX.

1. Purpose

1.2   The purpose of the <Insert Name> Working Group is to achieve the following objectives by XXXX date:
   a) objective 1 …… to be achieved by XXXX date (as applicable)
   b) objective 2 …… to be achieved by XXXX date (as applicable)
   c) objective 3 …… to be achieved by XXXX date (as applicable)

2.   Membership

2.1   Members of the <Insert Name> Working Group include:
   a) Attribute 1 eg a practicing paediatrician
   b) Attribute 2 eg subject expert in <area of expertise>
   c) Attribute 3 eg a current Councillor …

2.2   Members of the <Insert Name> Working Group are appointed according to the <Board/Council> Committee and Working Groups of Council Policy

2.3   Appointments to the <Insert Name> Working Group will be for the duration of the Working Group's existence and will end when its objectives have been achieved.

2.4   The Working Group will have up to 6 members but may co-opt additional members if specific specialised expertise is required.

3.   Chair

3.1   The Chair of the Working Group will be appointed by <Committee/Council/Board>.

3.2   The Chair will facilitate the conduct of the business of the meeting.

4.   Accountability

4.1   The <Insert Name> Working Group will report to the <Committee/Council/Board>.

4.2   The Secretary will minute the proceedings and resolutions of all meetings of the Working Group, including recording the names of those present. Draft minutes of Working Group meetings will be circulated to all members of the Working Group and, once agreed, to all members of the Council unless it would be inappropriate to do so.

4.3   The Secretariat will report to <Committee/Council/Board> at its next meeting on the progress of the objectives of the Working Group.

AMA Queensland Committees of Council Policy   Page **12** of **15**
Approved by the AMA Queensland Board 2 May 2024
Next review date May 2025

4.4   The Working Group will make whatever recommendations to the <Committee/Council/Board> that it deems appropriate on matters within its remit where action or improvement is needed.

5.   Working Methods

5.1   The Working Group will meet as required and at such other times as the Chair of the Committee thinks fit.

5.2   Decisions of the Working Group will be made by majority vote. In the event of an equality of votes the Chair will not have a second or casting vote and the resolution will be taken to be rejected.

5.3   The quorum necessary for the transaction of business will be a simple majority of Working Group members.

5.4   The CEO or nominee will act as the secretary of the Working Group.

5.5   Meetings of the Working Group may be held face to face or using any technology which enables members to participate in a discussion.

6.   Review

6.1   The <Committee/Council/Board> will review the Working Groups Terms of Reference and will evaluate its performance on an annual basis to determine its ongoing relevance.

Related documents

- Committee and Working Groups of Council Policy Document.

AMA Queensland Committees of Council Policy   Page **13** of **15**
Approved by the AMA Queensland Board 2 May 2024
Next review date May 2025

Appendix D

\<Insert Name> Working Group Report

Objectives of Working Group

< restate the objectives as outlined in Working Group's TOR>

Progress against objectives

For example

- Meeting dates
- Matters discussed

Recommendations of Working Group (if applicable)

1. ...
2. ...

AMA Queensland Committees of Council Policy
Approved by the AMA Queensland Board 2 May 2024
Next review date May 2025

Page **14** of **15**

Annual Committee Evaluation

Name of Committee: **Date:**

The purpose of a Committee self-evaluation survey is to assist the <Board/Council> in evaluating the Committee's effectiveness. The survey is to be completed by all Committee members and should be completed under the direction of the Committee Chair.

Please score on a scale of 1 (Strongly disagree) to 5 (Strongly agree)

	Score
Terms of Reference and Composition	
The Committee has clear and appropriate Terms of Reference	
The Committee has the right number of members	
The Committee has members with the skills and expertise that are needed by the Committee	
Committee Management	
The frequency and scheduling of meetings are sufficient to achieve its purpose	
The Committee receives timely and sufficient information to assist in its discussions	
The Committee receives appropriate support from the Secretariat	
An appropriate agenda is set before meetings and is followed	
There is sufficient time to cover all agenda items including time for questions	
Committee Effectiveness	
The Committee is working effectively	
Time was used effectively and discussions were focussed.	
Committee meetings are conducted in a business-like and respectful manner	
The Committee members participate actively and contribute to the discussions appropriately	
The Chair conducts the meetings effectively	
Overall Committee Performance	
Overall, I am satisfied with my contribution to the Committee	
Overall, I am satisfied with the Committee's contribution to the <Board/Council>	
The Committee's principal success in the past year was:	
The Committee's principal shortcoming in the past year was:	

AMA Queensland Committees of Council Policy
Approved by the AMA Queensland Board 2 May 2024
Next review date May 2025

Page **15** of **15**