



## RELATED POLICY

*Out of Session Committee Meeting Policy 1.7*

## PURPOSE

The governance of the Prevocational Medical Assurance Services (PMAS) is supported by a number of Committees who assist with a variety of matters including Prevocational Accreditation in the Northern Territory. PMAS strives to conduct business at its yearly pre-planned meetings however occasions may arise which require a prompt resolution/endorsement between scheduled meetings. An Out of Session Committee meeting is held to assist PMAS with expediting decisions to continue meeting business needs.

PMAS staff always ensures a quality process occurs and will seek guidance from the Committee/Panel Chair on which process to use if uncertain.

## SCOPE

This process applies to all PMAS Committees and for the purposes of this policy “committee” will be taken to include the Governance Committee, Prevocational Accreditation Committee and Prevocational Accreditation Panel.

## DEFINITIONS

**Out of Session Meeting** – is a meeting held outside the already scheduled yearly meetings to endorse resolutions in order to continue meeting business needs.

## PROCESS DESCRIPTION

1. PMAS staff to contact PMAS Manager and/or Committee/Panel Chair to identify the preferred method of having an Out of Session meeting.
2. Out of Session Committee meetings can be via:
  - a. Contemporaneous linking together by telephone, video link or other means of communication of a number of Committee/Panel members, being not less than the appropriate quorum stated in the Committee/Panel Terms of Reference. Notice of at least 3 days or as required, must have been given to every member of the Committee to link in to the meeting. Outcome will be documented and presented to the next scheduled meeting.
  - b. Circulation of a draft resolution via email only requesting each member to endorse the resolution within a specified period of at least 3 days or as required. Where a response has not been received within the specified time, the minutes will indicate

# OUT OF SESSION COMMITTEE MEETING PROCESS



endorsement of the proposed resolution. The outcome will be recorded along with the members email replies and minuted at the next scheduled Committee meeting.

## SUPPORTING DOCUMENTATION

1. *Out of Session Committee Meeting Policy 1.7*

## PERFORMANCE MEASURES/KPI

1. 100% of Out of Session Committee Meetings are acted upon according to this Process

Process Contact Officer: Quality Assurance Officer