



SPECIAL ADVISORY GROUP LEADER'S POLICY

Approved by USANZ Board of Directors November 2013

Overview

The Special Advisory Groups (SAGs) are an advisory to the Board of Directors but are established to serve the needs of the membership. The SAGs are open to all full, provisional, and associate members of the Society.

The purpose of the SAGs is to contribute to the advancement of urology and the Society by providing services to or on behalf of *all* Society members in their respective interest area. The SAGs themselves may meet occasionally to plan the services they intend to provide for the whole Society.

The role of Special Advisory Groups

The USANZ Board of Directors has many requests from external bodies for expert advice across the whole spectrum of urology. Requests can include commentary on a policy coming from Government or an agency of Government, e.g. Department of Health and Ageing, Medicare etc. Additionally requests come from private non-profit groups, e.g. Cancer Council, PFCA, Andrology Australia etc. Other requests may include representatives to join the membership of a committee or board.

There are also internal Society needs:

- Requests to review training curriculum;
- Review policies or write position statements on behalf of the Society;
- Review patient fact sheets on urological conditions for publication;
- Review surveys prior to distribution to the membership;
- Review workshops or other educational programs to assess CPD value;
- Act as an advisory to the ASM Scientific Committee;
- Liaise with the media at the request of the President or CEO, with the assistance of the Society's Media Advisor;
- Act as advisory to the Board on new research, new treatments, new operating techniques and liaise with/advise external bodies where requested.

The SAGs provide a response mechanism in an open, inclusive and transparent way.

Membership of a SAG

The initial appointment to the leadership team will be for a three year term and that appointment may be renewed once only, i.e. there is a maximum term of 6 consecutive years as part of a leadership team. The Board has the right to remove a member of a Leadership Team in exceptional circumstances.

Relationship of the Special Advisory Groups to the Board

The membership of each SAG will be endorsed by the Board. In extreme circumstances the Board reserves the right to remove someone from a group or even to disband a whole group. Any new Special Advisory Group must be approved by the Board.

The Special Advisory Groups will report to the Board through the SAG Leader.

The Special Advisory Groups will have the opportunity of providing a written report at Board of Directors Meetings which will set out what the group is doing on behalf of the Society. It is not expected that every



group will report at every meeting. This will come through the SAG Leader. Groups may also publicize activities through eNews.

Functioning of the Special Advisory Groups

The Board of Directors, the Board of Urology, CEO, an ASM or Section Meeting Convenor, the Urological Foundation or other committees may request a service from a SAG. The Groups themselves may also suggest services that they wish to provide through Society entities.

The Society will support the Groups through the Society Office. It will also provide an email network and facilitate teleconferences amongst the group or subsets of it, if required.

The Groups should meet occasionally to plan their activities and annually at the ASM. The Society will pay expenses associated with meeting room bookings but no travel or accommodation costs. Costs of a SAG initiative beyond this would require the specific approval of the Board.

Responsibilities of a SAG Leader

- Individual SAG leaders may be requested to speak to the media on behalf of the Society, ideally they complete media training with the Society’s media advisor prior to undertaking any media work;
- No SAG leader should talk to the media prior to consulting with the CEO or the Society’s Media Advisor;
- All SAG leaders are requested to ensure they are au fait with Society Policies and Position Statements;
- When liaising on behalf of the Society either with the media or external bodies, SAG representatives must state what is Society policy and not personal opinion e.g. PSA Testing Policy and Position on Focal Therapy;
- Should controversial issues arise within the Society, relating to issues/topics effecting SAGs, any SAG leaders commenting must qualify statements by stating they are speaking on behalf of the SAG or in a personal capacity;
- The SAG representatives must not use his/her position for personal gain either professional or monetary;
- As with all Fellows of the Society, SAG leaders must ensure they are across and comply with RACS Code of Conduct;
- Conflict of interest – delegate to another SAG member.

I _____ SAG Leader of _____ Group, have read and understand the role of the SAGS and my responsibilities herewith.

Signed

Date
