



ENGINEERS
AUSTRALIA

Terms of Reference: Biomedical College Division Working Group

Approved by: Biomedical College Board

Date: September 2024

Authority and Establishment	
Establishment	<p>Division Working Groups may be established by the Biomedical College Board in exercise of the power conferred under General Regulation 5.14(2) for an initial period of 3 years.</p> <p>“A College Board may, by resolution, establish a standing working group to assist the College Board. The College Board must review the viability of a standing working group every 3 years and must not renew a term unless satisfied that renewing the term is in the best interests of Engineers Australia.”</p>
Governance	
Who the Working Group Reports to:	<p>Division Working Groups are responsible to and under the direction of the Biomedical College Board. The Working Group must report to the Biomedical College Board when requested.</p>
Structure and Size of the Working Group:	<p>Division Working Groups will be made up of up to ten (10) members.</p> <p>The Working Group may co-opt additional members or other persons from time to time as corresponding members to provide support and input to ensure objectives are achieved. Such members do not have any formal role or voting rights.</p> <p>All Working Group positions are to be made taking account of diversity, skills, and technical proficiency in the Biomedical College discipline.</p>
Term of Office:	<p>The Biomedical College Board may appoint Division Working Group members for an initial period of three years and may reappoint a member to serve additional terms if necessary.</p>
Means of appointing Working Group Members:	<p>Members of the Division Working Group are to be appointed by the Biomedical College Board. Members are to be selected in an open manner that may include an expression of interest process.</p> <p>All members of the Working Group must be financial members of Engineers Australia, and ideally members of the Biomedical College and the Division in which the Working Group is established.</p>

<p>Means of electing the Working Group Chair:</p>	<p>The Division Working Group will elect from amongst their members a Chair. The term of the Chair shall be three years.</p> <p>The maximum number of consecutive terms the Chair can be appointed is two, subject to the approval of the Biomedical College Board.</p> <p>The Biomedical College Board may, by resolution:</p> <ul style="list-style-type: none"> • appoint the Chair of the Working Group; and • remove, by unanimous resolution, a Working Group Chair.
<p>Purpose, scope and objectives</p>	<p>The purpose of the Division Working Group is to deliver activities aligned with Engineers Australia’s Strategic Priorities and Plan and agreed by the College Board which may include:</p> <ul style="list-style-type: none"> • Work with the Biomedical College CPD Taskforce to assist in the development of quality CPD for all career stages including CPD appropriate to maintaining Chartered status for members of the College • Support the division with member engagement activities as agreed in consultation with the Division Committee and Division General Manager. • Support engineering advocacy and policy activities within the division. • Communicate and collaborate with Biomedical College Branches and the Division committee as and where appropriate. • Ensure that the interests of the College are represented in other activities within the Division, • Provide reports on WG activities and outcomes to the College Board as requested.
<p>Administrative arrangements:</p>	<p>The Division Working Group shall meet at least 4 times per year.</p> <p>A quorum of members for decision making purposes is one half of the Working Group members plus one.</p> <p>The Working Group shall produce an action list after each meeting and make these available, upon request, to the College Board, Division Committee and/or the Division General Manager.</p> <p>Division support for the Working Group is at the discretion of the Division General Manager.</p>