

# **DRAFT TERMS OF REFERENCE**

## **ATMS HEAD OF DEPARTMENT**

### **PREAMBLE**

ATMS has established the following specialist modality departments –

- Naturopathy
- Herbal Medicine
- Nutrition
- TCM
- Homoeopathy
- Bodywork

Each specialist department will have a ‘Head of Department’ who will be selected by the EMC and ratified by a vote of the Executive Board of Directors.

### **QUALIFICATIONS**

- Each Head of Department shall possess specialist knowledge relating to the position and be a person of outstanding professional and personal qualities capable of bringing respect, honour and glory to the ATMS
- Be a fully accredited member of the ATMS
- Have an ability to write quality academic articles and reports
- Be available to attend meetings if and when required
- Demonstrate they have time to devote to the position.

### **EXCLUSIONS**

- Any person holding an executive or other position within another Natural Medicine Association

## **DUTIES**

- To be a role model for all ATMS members but especially those members utilising skills of that particular department
- To encourage within members the highest ideals of professionalism in respect of health care and treatment of the sick
- To promote public awareness of the ATMS as the pre- eminent association for professional practitioners of Natural Medicine
- To promote and encourage the study of Natural Medicine
- To be available to provide urgent expert opinion in writing to the EMC on topical matters pertaining to their area of specialisation when requested
- To confer with other ATMS specialist Heads of Department if necessary to corroborate expert opinion
- To monitor news bulletins, research journals, other publications and the internet for breaking news concerning health related issues and to alert the EMC of the opportunity for expert commentary and to provide urgent draft media releases
- To monitor trends and emerging issues within their area of specialisation and if the opportunity presents to prepare draft media release for the EMC
- To provide the Professional Education Seminar Committee with a 12 month plan of interesting seminar topics to be held Australia wide and to recommend a number of possible presenters for the seminars
- To provide the ATMS with specialist advice on educational matters especially those pertaining to course content, assessment and standard within their area of expertise when requested
- To consult with the ATMS Company Secretary when requested on matters pertaining to their specialist modality
- To write learned articles for inclusion in the ATMS journal and topical items of news for the inclusion in the ATMS news paper
- To maintain required confidentiality relating to ATMS business

- To be in attendance at the ATMS Annual General Meeting, to contribute to the Professional Education Seminar held on the same day and generally to be available for members on the day as needed
- To undertake such activities, as the EMC may request from time to time

### **ACCOUNTABILITY**

The Head of Department is fully accountable to the EMC and ultimately to the Executive Board of Directors, whose decision in all matters will be final.

Any out- of- pocket expenditure must be approved, in advance, by the Company Secretary.

No action is to be taken by the Head of Department on behalf of the ATMS outside of these Terms of Reference

### **ACTIVITY REPORT**

An annual Activity Report setting out all activities undertaken during the year shall be prepared for the EMC no later than August 1st

### **APPOINTMENT**

Appointment is for an initial period of 3 years, will be reviewed annually and may be extended by the EMC

Appointment may be terminated in writing by either party at any time

Each Head of Department shall sign a copy of the Terms of Reference indicating their approval to its conditions