TERMS OF REFERENCE

Branches

Purpose
All RSA Branches operate under the auspices of the Renal Society of Australasia (RSA) to:
- Support and contribute to the vision and objectives of the Society
- Organise education and networking events for local members
- Promote membership of the Society.

Committee structure
As detailed in the Branch Handbook.

Reporting
Each Branch reports to the RSA Board. Minutes of all committee meetings are to be provided to the RSA Office within 14 days of each meeting for inclusion on the agenda for the next Board meeting. An additional written report can also be submitted to each Board meeting. An annual budget will be submitted to the Board in accordance with the Branch Handbook.

Each Branch will also provide content for inclusion in RSA’s monthly e-newsletter.

Meeting Frequency
As required to fulfil the role detailed in the Branch Handbook.

Decision Making
- The Branch is formed under the auspices of the RSA’s Board of Directors to perform tasks which fit with the purpose and others delegated from time to time by the Board
- The Branch Committee must work within the requirements of the Branch Handbook
- The Branch Committee must work within the annual budget approved by the Board
- The Branch Committee does not have the authority to enter into contracts or agreements independently
- The Branch Committee is able to make recommendations to the Board in relation to initiatives both within and beyond the scope of this document
- Voting –
  - A quorum exists if at least 50% of voting members are in attendance
  - Each Branch Committee member is entitled to one vote
  - Additionally, the President holds a casting vote.