

Secretary's Report 2023

The ANZGITA Board, with members spread across Australia and New Zealand, met five times in the last financial year ending 30 June 2023. Four meetings were all held using an Internet videoconferencing service and one was held in Sydney at the same time as AGW2022. Each meeting covered all aspects of the Board's responsibilities. Attendance by directors has been good with one or two apologies at most for each meeting. Directors are not remunerated in any manner.

There were no director resignations during the year. Robyn Nagel was a casual appointment to the Board at the September meeting and was then elected at the October AGM for a two-year term. Finlay Macrae, Alan Studley and Chris Hair renominated and were re-elected for two-year terms. Tony Clarke retired as a director at the AGM.

Potential and actual Conflicts of Interest for directors are reviewed at each Board meeting as is the situation with regard to any risks that have arisen or changed. Any complaints are reviewed and recorded in a Complaints Register as per our Feedback & Complaints Policy.

There were four meetings of the Management Committee. Its practice was to meet between Board meetings. The Industry Liaison Committee, Quality and Risk and the Finance and Audit Committees, although constituted, did not meet as the Board and Management Committee have been able to address the relevant issues during COVID in the normal course of their meetings.

The Annual Information Statement was submitted to our regulator, ACNC, in January.

With the retirement of Tony Clarke, we separated the roles of programs co-ordinator, which Robyn Nagel took on, and programs administrator which I took on in the interim while we defined the responsibilities of each role and established processes on the administration side. For 2024 we will look to appoint a volunteer as programs administrator.

Barbara Hines retired from the role of marketing and events manager during the year. Due to her efforts, we also produced a regular monthly newsletter. Our thanks to her for her volunteer work in that role.

During the year we the Board has simplified the documentation and pre-program training requirements of trainers to gain their accreditation in important areas such as child protection and sexual exploitation and harassment. We have aligned it with other small medical NGOs like us. However, we have also noted the increasing and varying requirements of regulators in the Pacific Island Countries for temporary registration of our trainers. We have started a process of consultation where we hope to obtain some consistency whereby, we provide sufficient information for a one or two-week training engagement by a fully accredited Australian or New Zealand medical professional.

My thanks to Finlay Macrae, Alan Studley and Dianne Jones with whom I work closely on secretarial and administrative matters, to the other directors for the support they have provided and to the members with whom I have dealt. A special note of thanks to Jon Long who is retiring at the AGM for his guidance. He has been most helpful to me over the years, always very responsive to my requests, and an excellent work companion.

Frank Eastaughffe
September 2023