

Committee Summary Information



Committee	Objects	Time Commitment	Meeting Location	Member Skills and Background
Benevolent Fund (BFC)	<p>a) Render financial assistance and advice, in cases of hardship, to any Member or former Member of the Branch and to the dependants of any Member, former Member or deceased Member of the Branch;</p> <p>b) Shall investigate all cases and matters in which assistance is sought from the Benevolent Fund or which are referred to the Committee by the Branch Council or otherwise and shall have the power to grant or refuse monetary or other assistance to any applicant;</p> <p>c) Inform the Branch Council about any other matters relevant to the Benevolent Fund as the Committee from time to time deems necessary;</p>	Meetings on an ad-hoc basis	Online and face to face at ADAVB	<ul style="list-style-type: none"> • Finance • Years working in dentistry • Governance including strategy, compliance, risk, fiduciary duty, collaborative behaviours, independent thought

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Committee	Objects	Time Commitment	Meeting location	Member Skills and Background
Constitution and Policy (CPC)	a) to advise the Branch Council on matters related to the Branch Rules, By-Laws and Branch Policy Statements; b) to advise the Branch Council on matters referred to the Committee by Chief Executive Officer and the Branch Council, and c) to update the <ol style="list-style-type: none"> i. Constitution History ii. By-Laws Contents iii. Branch Policy Statements Index, and iv. Powers and Delegations Register. 		Face to Face at ADAVB office	<ul style="list-style-type: none"> • Legal • Governance including strategy, compliance, risk, fiduciary duty, collaborative behaviours, independent thought • Risk Management

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Committee	Objects	Time Commitment	Meeting Location	Member Skills and Background
Continuing Professional Development (CPDC)	<p>a) to advise on matters encouraging Members to participate regularly in continuing professional development activities, to assist their compliance with the CPD Registration Standard of the Dental Board of Australia;</p> <p>b) to advise and assist the Branch in the provision of regular, high quality and relevant continuing professional development activities for the Members of the Branch and, as the Branch Council approves, for allied dental personnel and other bodies;</p> <p>c) to maintain liaison with other continuing professional development organisations;</p> <p>d) to monitor and report to the Branch Council on matters related to the Dental Board of Australia’s CPD Registration Standard;</p> <p>e) to inform the Branch Council about any other matters relevant to continuing professional</p>	<p>7 meetings per year</p> <p>Average 8 hours per month</p>	<p>Online and face to face at ADAVB</p>	<ul style="list-style-type: none"> • Public health/diverse/underserved populations • Specialist Dentist • Dentistry Research • Innovation/ creativity/ entrepreneurship • Stakeholder Engagement • Finance • Marketing and Communications • Human Resources • Business operations and/or management • Years working in dentistry • Dentistry Education • Private Practice

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	<p>development as the Committee from time to time deems necessary;</p> <ul style="list-style-type: none">f) to deal with any other matters, which may be referred to the CPD Committee by the Branch Council;g) to review and recommend books, journals, videos and other relevant information resources for Members of the Branch.			
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Committee	Objects	Time Commitment	Meeting Location	Member Skills and Background
Defence Advisory (DAC)	a) to support and protect the rightful interests of Members of the Branch and Australian Dental Association Tasmanian Branch Incorporated in Indemnity matters; b) to provide clinical input and recommendations to Panel Law Firms and the Indemnity Scheme Insurer in the management of claims under the negotiated terms of the Indemnity Scheme: c) to inform the Branch Council about any other matters relevant to defence and professional indemnity as the Committee from time to time deems necessary; and d) to deal with any other matters, which are referred to the Defence Advisory Committee by the Branch Council.	6 meetings per year	Face to face at ADAVB	<ul style="list-style-type: none"> • Specialist Dentist • Governance including strategy, compliance, risk, fiduciary duty, collaborative behaviours, independent thought • Risk Management • Business operations and/or management • Years working in dentistry

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Committee	Objects	Time Commitment	Meeting Location	Member Skills and Background
Disputes and Ethics (DEC)	<p>a) to conduct investigations into disputes and ethical complaints in accordance with Rules 92 and 93 and By-Laws 2 and 3;</p> <p>b) to make recommendations to the Branch Council regarding the implementation of By-Laws 2 and 3; and</p> <p>c) to deal with any matters which are referred to the Disputes and Ethics Committee by the Branch Council.</p> <p>Refer to By-Laws 5 and 6 and our Rules for further details. [hyperlinks]</p>	<p>4 meetings per year</p> <p>Average 16 hours per year</p>	<p>Online and face to face at ADAVB</p>	<ul style="list-style-type: none"> • Legal • Governance including strategy, compliance, risk, fiduciary duty, collaborative behaviours, independent thought • Public health/diverse/underserviced populations • Private practice

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Committee	Objects	Time Commitment	Meeting Location	Member Skills and Background
Finance, Risk and Audit (FRAC)	a) assist the Branch Council in discharging its responsibilities for financial reporting, maintaining a system of internal controls including risk management; b) ensure the Branch complies with its financial reporting and related obligations under the Act; c) be responsible for conducting confidential directors’ audits; d) meet at least quarterly; and e) deal with any matters which are referred to it by the Branch Council.	4 meetings per year	Online and face to face at ADAVB	<ul style="list-style-type: none"> • Legal • Risk Management • Governance including strategy, compliance, risk, fiduciary duty, collaborative behaviours, independent thought • Finance • Business operations and/or management

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Committee	Objects	Time Commitment	Meeting Location	Member Skills and Background
Honours and Awards (HAC)	<p>a) to be responsible for making recommendations for Awards both internal and external to the Branch to persons considered to have made outstanding contributions to the Branch and/or the profession; and</p> <p>b) to prepare and maintain:</p> <ul style="list-style-type: none"> i. records of citations for Branch Awards; ii. a register of recipients of Branch Awards; and iii. a register of Branch Members who have received external Awards. <p>3. The Honours and Awards Committee shall only consider written submissions from those proposing the nominations. The Committee may confidentially consult others to provide information which may assist the Committee to fulfil its objects.</p>	<p>2 meetings per year</p>	<p>Online and face to face at ADAVB</p>	<ul style="list-style-type: none"> • Stakeholder Engagement • Years working in dentistry

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	<p>4. The Honours and Awards Committee shall keep complete minutes of its meetings. Such minutes will be restricted to the members of the Committee and shall be kept securely at the Branch Office.</p> <p>5. The Chair of the Honours and Awards Committee, with respect to Branch Awards, shall be responsible, in conjunction with Branch staff, for the drafting of appropriate citations and will usually read them during the formal presentation.</p>			
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Committee	Objects	Time Commitment	Meeting Location	Member Skills and Background
Oral Health (OHC)	<p>a) to disseminate to the public, and the dental profession knowledge relating to the maintenance of oral health and the prevention of dental disease;</p> <p>b) to make recommendations to the Branch Council on any measures which may in the opinion of the Oral Health Committee be calculated to improve the standard of public dental health;</p> <p>c) to inform the Branch Council about any other matters relevant to oral health as the Committee from time to time deems necessary;</p> <p>d) to maintain liaison with other oral health committees or groups; and</p> <p>e) deal with any other matters which are referred to the Oral Health Committee by the Branch Council.</p>	<p>4 meetings per year an 1 social event</p> <p>Average 3 hours per month</p>	<p>Online and face to face at ADAVB</p>	<ul style="list-style-type: none"> • Public health/diverse/underserved populations • Specialist Dentist • Dentistry Research • Innovation / creativity / entrepreneurship • Stakeholder engagement • Marketing and Communications • Dentistry Education • Private practice • Advocacy

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Committee	Objects	Time Commitment	Meeting Location	Member Skills and Background
Public Dentistry (PDC)	a) public dental policy, programmes and needs; b) public sector dentists participation in the ADA; and c) public sector dentists working conditions and remuneration.	3 meetings per year Average 2 hours per month	Online and face to face at ADAVB	<ul style="list-style-type: none"> • Governance including strategy, compliance, risk, fiduciary duty, collaborative behaviours, independent thought • Specialist Dentist • Innovation/ creativity/ entrepreneurship • Stakeholder Engagement • Marketing and Communications • Business operations and/or management • Advocacy • Dentistry Education • Public health/diverse/underserved populations

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Committee	Objects	Time Commitment	Meeting Location	Member Skills and Background
PPF Advisory Committee (PPF PAC)	a) represent the members of the historic Professional Provident Fund; b) to advise the Branch Council on all matters related to the operation of the historic Professional Provident Fund; c) to act on behalf of the Branch Council under a general delegation to undertake all necessary liaison with the Fund Advisor, and all other service providers to the Fund, such delegation to involve the usual reporting to the Branch Council on an annual basis on action taken and issues requiring attention; and d) review the performance of the Fund Advisor and Manager. Such matters will include fund performance, structure, operations, compliance and communications and marketing to members and prospective members, along with any other	1 meeting per year	Face to face at ADAVB	<ul style="list-style-type: none"> • Governance including strategy, compliance, risk, fiduciary duty, collaborative behaviours, independent thought • Stakeholder engagement • Finance

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Committee	Objects	Time Commitment	Meeting Location	Member Skills and Background
Recent Graduate and Student (RGSC)	a) to advise the Branch Council on recent graduate and student matters; b) to encourage participation by recent graduates in Branch activities; c) to advise on membership recruitment and retention matters for recent graduates; d) to facilitate the integration of new graduates into the dental profession; e) to assist recent graduates and students; f) to facilitate contact between the Branch and undergraduate; g) to liaise with the Association’s Recent Graduates Advisory Panel; h) to advise the Branch Council on matters referred to the Committee by the Branch Council from time to time.	4 meetings per year Average 2 hours per month	Online and face to face at ADAVB	<ul style="list-style-type: none"> • Public health/diverse/underserved populations • Private Practice • Innovation/ creativity/ entrepreneurship • Marketing and Communications • Stakeholder engagement

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Committee	Objects	Time Commitment	Meeting Location	Member Skills and Background
Remuneration and Appointments (RAC)	a) recommend appointment of the Chief Executive Officer; b) review Chief Executive Officer remuneration; c) recommend appointment of Finance Risk and Audit Committee members; d) recommend Standing Committee appointments; and e) fill Standing Committee casual vacancies; f) in line with Branch Council term conduct a biennial review of External Representatives of the Branch	4 meetings per year	Online and face to face at ADAVB	<ul style="list-style-type: none"> • Legal • Governance including strategy, compliance, risk, fiduciary duty, collaborative behaviours, independent thought • Stakeholder Engagement • Risk Management

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Committee	Objects	Time Commitment	Meeting location	Member Skills and Background
Sports and Social (SSC)	The Sports and Social Committee object is to conduct sporting and/or social events on behalf of the Branch Council for Members of the Branch.	2 meetings per year	Online and face to face at ADAVB	<ul style="list-style-type: none"> • Marketing and Communications • Stakeholder Engagement • Innovation/ creativity/ entrepreneurship • Finance • Years working in dentistry

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Committee	Objects	Time Commitment	Meeting Location	Member Skills and Background
Third Party (TPC)	a) monitoring Third Party organisations including Dental Health Services Victoria the Transport Accident Commission and Victorian WorkCover Authority on matters of concern to the dental profession in the administration of relevant legislation and Third Party participation in dental treatment; b) advise the Branch Council on matters related to corporatisation of dental practice and associated industries; c) advise the Branch Council on matters related to Third Party participation in dental treatment; and d) advise the Branch Council on matters referred to the Committee by the Branch Council.	3 meetings per year	Online and face to face at ADAVB	<ul style="list-style-type: none"> • Marketing and Communications • Legal • Private Practice • Business operations and/or management