



# Terms of Reference for Australia and New Zealand Transplant and Cellular Therapies Limited Allied Health Special Interest Group

## 1. Background

The ANZTCT is a professional association representing healthcare professionals involved in transplantation and cellular therapies in Australia and New Zealand. The ANZTCT Board has approved the Allied Health Special Interest Group (AHSIG) in recognition of the essential role that allied health professionals play in supporting patients undergoing transplantation and cellular therapies. This special interest group is responsible for providing guidance and recommendations on issues related to allied health in TCT. The ANZTCT AHSIG reports directly to the ANZTCT Board.

## 2. Role of the Allied Health Special Interest Group

The ANZTCT AHSIG will provide leadership, education, and support to TCT allied health professionals. The group is responsible for identifying and addressing TCT allied health areas, including accreditation support, research strategies, education and advocacy for best allied health practice and services in TCT.

## 3. Objectives

- 3.1 To provide allied health expertise and support to the ANZTCT community
- 3.2 To facilitate communication and collaboration between allied health professionals and other TCT professionals
- 3.3 Identify and address allied health research areas in TCT
- 3.4 Provide educational and training opportunities for TCT allied health professionals
- 3.5 To promote and advocate for the highest standards of allied health practice and services in TCT
- 3.6 To represent the interests of TCT allied health professionals

## 4. Responsibilities

The responsibilities of the AHSIG are as follows:

- 4.1 To meet regularly to discuss the issues and opportunities related to TCT allied health



- 4.2 To provide recommendations and advice to the ANZTCT Board on matters related to allied health in TCT in Australia and New Zealand
- 4.3 To organise and coordinate relevant educational and training opportunities for TCT allied health professionals
- 4.4 To collaborate with other ANZTCT subcommittees and SIGs on matters related to allied health in TCT
- 4.5 To liaise with other professional organisations and relevant societies in the field of TCT allied health
- 4.6 To provide reports to the ANZTCT Board on the activities of the AHSIG

## 5. Membership and Appointment

Membership of the AHSIG is open to all allied health professionals who are members of the ANZTCT. The goal is for the group to include an allied health professionals from each TCT centre in Australia and New Zealand. The group will nominate a chair, deputy chair and secretary.

- 5.1 Chairperson: The chairperson is responsible for the overall direction and coordination of the group. Their specific responsibilities include:
  - 5.1.1 Setting the agenda and chairing meetings of the group
  - 5.1.2 Coordinating the group's activities and ensuring they align with the ANZTCT's strategic objectives
  - 5.1.3 Representing the group at the ANZTCT Board on up to two appointed meetings per calendar year, and reporting back to the group on Board activities and decisions
  - 5.1.4 Facilitating communication and collaboration among group members
  - 5.1.5 Encouraging the participation of all group members in the group's activities
  - 5.1.6 Liaising with other ANZTCT subcommittees and special interest groups on matters related to allied health in TCT
  - 5.1.7 Preparing and presenting the group's annual report at the ANZTCT Annual General Meeting
- 5.2 Deputy Chair: The Deputy Chair works closely with the Chairperson to help manage the activities and operations of the group. They provide support and share the workload, contributing to decision-making, planning, and execution of tasks. Their specific responsibilities include:
  - 5.2.1 Serving as a backup to the Chairperson so that in their absence they lead meetings, make decisions, and ensure that the group's work continues smoothly.
  - 5.2.2 They may liaise with other subcommittee members, stakeholders, and external parties to ensure that the group's tasks are completed on time and information is effectively shared.
  - 5.2.3 May be asked to represent the group.
- 5.3 Secretary: The secretary is responsible for keeping records of minutes and activities for liaising with the ANZTCT Board on behalf of the group. Their specific responsibilities include:
  - 5.3.1 Preparing and distributing agendas and minutes of group meetings
  - 5.3.2 Maintaining a record of group activities and decisions
  - 5.3.3 Coordinating and communication among group members, including sharing relevant information from the ANZTCT Board and other subcommittees and groups.
  - 5.3.4 Liaising with the ANZTCT Board on behalf of the group, including presenting reports and recommendations

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- 5.3.5 Assisting the Chairperson with the preparation and presentation of the group's annual report

## **6. Meetings and quorum**

The AHSIG shall meet at least four times per year, or as necessary to address emerging issues related to TCT allied health. Meetings may be conducted in person or virtually, as determined by the group chair. A quorum shall be at least 50% plus one.

## **7. Reporting**

The AHSIG shall report to the ANZTCT Board on a regular basis, providing updates on its activities and recommendations. The AHSIG shall also prepare an annual report on its activities for presentation at the ANZTCT Annual General Meeting.

## **8. Finances**

Any funds raised by the AHSIG for the ANZTCT will be quarantined for the educational and training opportunities for allied health in TCT.

## **9. Accountability**

To fulfil responsibilities as outlined in the Terms of Reference.

## **10. Compliance with ANZTCT Policies and Procedures**

The Education, Practice Standards and Guidelines Committee and its members are required to adhere to all ANZTCT policies, procedures, and governance frameworks in carrying out their responsibilities. This includes compliance with ethical, financial, operational, and strategic directives as set by the ANZTCT Board.

## **11. Amendments**

These Terms of Reference will be reviewed every 3 years and may be amended by a two-thirds majority vote of the AHSIG, provided that notice of the proposed amendment has been given to all members of the group at least 14 days prior to the vote. Any amendments must also be approved by the ANZTCT Board.



## Approval

Approved on behalf of the ANZTCT Board of Directors by:

**Prof Nada Hamad**

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