

COASTCITYCOUNTRY TRAINING

SUBCOMMITTEE STRUCTURE

BOARD POLICY NO 2.0



1. Cognisant of best practice in the operations of not for profit companies limited by guarantee, The Board of Directors of CoastCityCountry Training Limited have determined that the Board will appoint a Finance and Audit Committee annually and that the function of CEO Appraisal will be a responsibility of the Board (not a subcommittee).

1. Finance and Audit Sub-Committee

1.1 The tasks of this sub-committee are to:

- Review monthly and quarterly financial statements and report on financial issues to the Board.
- Meet with the Company Auditor as required.
- To recommend insurance arrangements on an annual basis
- To formulate the Company's Investment Policy
- Review Risk Management Issues

1.2 The Committee shall consist of 4 Board Members (other than the Chairperson of CoastCityCountry) and the CEO

1.3 The Committee Chairperson will report on Financial Issues to the Board

1.4 The Committee will review monthly financial statements

2. Board and CEO Appraisal

2.1 The tasks of the Board in carrying out the function of Board and CEO Appraisal are:

- Performance Appraisal of the CEO
- Board Assessment and Review (encompassing operation, skill set review, Board policy review)
- Board Succession Planning
- Deal with staff redress and contractor redress issues

2.2 The Board of CoastCityCountry Training Limited acknowledges the importance of the function of Appraisal. With only 7 Board Members

the Board of the Company (or its quorum) will be responsible for this role.

2.3 In this role the Board undertakes to:

- Deal with appraisal and succession issues as required.
- Conduct an annual appraisal of the performance of the CEO
- Conduct an annual appraisal of the performance of the Board following a structured feedback process involving all Board Members.

3. Medical Education Committee

The task of the Medical Education Committee is to address questions of education consistency and coherency across LTGs including articulation of approaches taken to education issues while at the same time ensuring that the principle of regional sensitivity and education delivery via the differing infrastructures in place in each LTG is also facilitated.

18. Specifically the committee exists to ensure quality assurance in the following areas:

- Program Development and review (including curriculum mapping)
- Workshop Evaluation
- Formative Assessment
- Learning Planning
- ECTV delivery and evaluation
- Practice-based teaching evaluation
- Exam Preparation
- Use of GP Start in the Basic Term
- Selection

4. Annual Education Review Panel

A medical education program review panel is to be convened annually consisting of the CEO, a Board member, ME, Supervisor and Registrars.

The role of the review panel is to review education outcomes for the preceding calendar year and assist the CEO in formulating an annual report to the Board.

5. Review of this Policy

This Board Policy will be reviewed annually.

(Last reviewed: January 2007)