



# Australian Society of Dermal Clinicians

## Purpose:

The Chairperson and Vice Chairperson are the political and public figureheads of the ASDC. They are also the organisational leaders for the ASDC General Committee. The Chairperson is responsible and accountable for the overall performance and cohesiveness of the General Committee and also ensuring projects determined by ASDC members and the General Committee for the term of office are delivered and therefore ultimately accountable to the members of the ASDC. The Vice-Chairperson will act in the Chairperson's stead in the event that the Chairperson is unable to perform their duties or assist in times when workload for the Chairperson is high.

This guideline outlines the role and duties of the Chairperson and Vice Chairperson with the ASDC. The guideline and protocols outline the breakdown of duties/tasks performed by the Chairperson and Vice Chairperson and a standardized policy for how tasks are handled.

The Chairperson and Vice Chairperson are responsible for the following:

- **Meetings:** Plan and set the agenda for meetings including General Committee Meetings, General and Annual General Meetings for members as well as any Special Resolution Meetings. The Chair and Vice Chair will Liaise with the General Secretary with regard to ensuring that ASDC members and /or committee members are informed of meeting dates/times with appropriate notice. They will also liaise with the secretary to ensure that documentation for meetings is prepared and sent out including agenda items, minutes, and other supporting documentation. The Chairperson is the Chair of the meeting and is responsible for keeping the meeting on time, on topic and facilitating communication between all members in an effective manner.
- **Representation:** The Chairperson is the political figurehead of the ASDC and must act in the best interest of all members as well as advocate for consumer safety and the dermal science/therapy industry overall. The Chairperson will represent the ASDC in matters in the media, on government bodies and boards, liaising with other professional bodies and organisations.
- **Decisions:** The Chairperson is responsible for ensuring that all members have the opportunity to have their opinions heard and taken into account. On the General Committee the Chairperson is responsible for ensuring that quorum for decisions is achieved or dissolving the meeting until quorum is obtained. In the event that decisions are tied within the General Committee the Chairperson may then provide their vote to obtain majority voting otherwise the Chairperson can abstain from voting if majority is achieved and remain impartial.
- **Delegate:** Ensure projects and tasks are delegated to the right person with timeframes for completion- accountability.
- **Planning:** In consultation with ASDC members and the General Committee the Chairperson and Vice Chairperson will determine the projects to be worked on for the time in office including milestones and time frames of when outcomes will be delivered. During this process the Chairperson and Vice Chairperson will work with the Educational Portfolio, Treasurer, Governance Portfolio and Secretary to determine the budget for the term of office and divide tasks, establish subcommittees if required to ensure project tasks are delegated with realistic and achievable workloads to ensure projects are delivered for the term of office.
- **Oversee:** All projects

## Chairperson and Vice Chairperson Protocol

To ensure professionalism and standardization within the process of managing the society, anyone in the role of the Chairperson and Vice Chairperson role must be informed and follow the protocol outlined below.

**Australian Society of Dermal Clinicians Inc. (ASDC)**  
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A.B.N 20 239 508 647

## Meeting Protocol

Prior to meeting date

1. Set agenda
2. Advise Secretary to send out agenda and any other necessary documentation to members and/or committee members via email.

At meetings

1. Start the meeting on time
2. Welcome any new members and make any necessary introductions.
3. Receive apologies for absence.
4. Ensure that additions or amendments to minutes are recorded. Approve last meeting minutes
5. State the objectives of the meeting and each item.
6. Summarise decisions taken and action points to be followed up e.g. who's responsible and by when.
7. Agree a date for the next meeting.
8. Ensure that the minutes are written up, checked and sent out in good time.

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# Australian Society of Dermal Clinicians

## Purpose:

This guideline outlines the role and duties of the role of Secretary with the ASDC. The role of Secretary can then be further delegated to the roles of the General Secretary and Membership Secretary. The guideline and protocols outline the breakdown of duties/tasks performed by each and a standardized policy for how tasks such as telephone, email, website and Facebook queries are handled as well as membership applications and processing.

## General Secretary Role

The General Secretary is responsible for handling the following or delegating these as appropriate:

- **Queries:** telephone queries, email queries through the [asdc@live.com.au](mailto:asdc@live.com.au) email address, monitoring website queries (also forwarded to [asdc@live.com.au](mailto:asdc@live.com.au)) and facebook queries.

If the query is of a general nature the secretary will answer these and provide information as applicable. Emails that require the attention of other committee members such as the treasurer, Vice-Chair, or Chairperson will be forwarded to these members of the General Committee as required. Queries that relate to memberships including requests for information, assistance, status update, payment information etc will be forwarded to the Membership Secretary through [membershipasdc@outlook.com.au](mailto:membershipasdc@outlook.com.au)

- **Correspondence:** Any correspondence from the General Committee internally within the committee or to outside organisations, members or individuals should be sent through the general secretary.
- **Minutes/Agenda:** The secretary is responsible for writing up and sending out the agenda and minutes for any meetings held by the society including committee, General Meetings and the AGM, in a timely fashion.
- **Orders:** Any orders for stationary, booking venues for meetings etc will be the responsibility of the secretary.

If the General Secretary delegates these duties they are ultimately responsible for ensuring that they have been attended to.

## Membership Secretary Role

The Membership Secretary is responsible for handling the following or delegating these as appropriate:

- **Membership Queries:** The Membership Secretary will monitor the [membershipasdc@outlook.com.au](mailto:membershipasdc@outlook.com.au) email address and answer any queries regarding information on membership types/fees, benefits. As well as updates on status of membership application, as well as any other queries that are related to memberships (applications or renewals).
- **Correspondence:** The membership secretary will correspond with prospective and past members with regard to matters that pertain to their application or membership processing including liaising with the committee regarding approval (if required), documentation that may be required, coordinating payments with the treasurer etc.
- **Membership Database:** The membership secretary is responsible for updating the information on the membership database and also ensuring that contact information is updated in the [asdc@live.com.au](mailto:asdc@live.com.au) and [membershipasdc@outlook.com.au](mailto:membershipasdc@outlook.com.au) contacts list, liaising with marketing and media regarding website and other online forums for members to ensure that members have access to appropriate sections.
- **Membership Packs:** The membership secretary is responsible for ensuring that prospective members are managed as per membership application/renewal policy to ensure that all members receive standardized experience during the membership process. This policy outlines the process for correspondence and pack preparation for prospective members.
- **Acting Treasurer:** In the event the treasurer can not perform their duties the membership secretary will act in their stead.

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If the Membership Secretary delegates these duties they are ultimately responsible for ensuring that they have been attended to.

## Membership Application/Renewal Protocol

To ensure professionalism and standardization within the process of managing membership queries, applications and renewals, anyone in the role of the Membership Secretary or delegated to assist in this role must be informed and follow the protocol outlined below.

### 1. Queries

Membership queries will be forwarded to by the General Secretary or through the website to [membershipasdc@outlook.com.au](mailto:membershipasdc@outlook.com.au).

#### Templates for queries

Within the drafts section of the membership email address a series of templates have been designed to answer common queries, including referring them to the website for information on benefits, fees and application/renewal process. Please cut and paste information into a new email to ensure that these email drafts are not lost. If extra information is required individual emails can then be tailored to suit around these skeletons.

### 2. Application Stages and Correspondence

Below is the process to be followed to standardize the application/query process and ensure that all applicants are aware of the status of their application

- **Application Form/Payment Received:** Send applicant draft email called 'Thank you' (found in draft email templates) thanking them for application and informing them of the time frame for the application to be processed and emailed out.
  - Ensure that all documentation is included in their application (If not please also cut and paste request to supply in contact email above from the draft email templates)
  - Ensure that payment has been received (If not please also cut and paste request to supply in contact email above from the draft email templates)
  - Save application, payment advice and supporting documentation into member files in the ASDC dropbox. (General + Membership Secretary/Memberships/ASDC 2016 Members Active) You may need to create a new file for the applicant. Add a new folder and name it SM for a student member, AM for an Associate member or FM for a full member followed by their name. All documentation pertaining to the member will be kept in their file for that year.
  - Update the Membership Database (Excel Sheet called ASDC Membership) with member details. Add them to the master list sheet as well as the corresponding 'Active Members' year sheet and note application as (to be processed) once all documentation has been supplied and payment received. Mark follow up for documentation/payment if incomplete.
- **Application Approvals:** the following applications can be granted with supporting documentation
  - **Student:** Student card, or evidence of current enrolment in a program relating to dermal science, cosmetic medicine, nursing. This can be a letter of enrolment or photo/printout of enrolment through student management system.
  - **Full:** Photo or PDF copy of academic transcript (noting award conferred) or degree for the Bachelor of Health Science (Clinical Dermal Therapies, Dermal Therapies or equivalent)
  - **Associate:** Photo or PDF copy of academic transcript, or diploma/degree for the following qualifications
    - AACDS
    - Vocational Graduate Certificate in Laser and IPL Hair Reduction
    - Cosmetic Nursing
    - Dermatology Nursing
    - Nursing
    - Medical Degree
    - Industry Representatives will need to provide evidence of industry engagement (C.V, business card etc. These membership types should be referred to the General Committee for approval

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All other memberships not falling under the previous categories must be forwarded to the General Committee for discussion and approval. Applications may be declined if the committee deem that the applicant doesn't meet criteria for approval. There is a draft email available to send out to unsuccessful applicant.

- **Correspondence:** If membership is approved and all documentation and payment is in order, the applicant will be sent a 'Welcome' email (found in draft email templates) notifying them of the change in status of their application/approval. This will also provide details on upcoming events as well as how to access members only sections within Facebook and on the website
  - **Email Attachments**
  - A PDF copy of the relevant ASDC logo that can be placed on their website, letter head etc. (found in ASDC dropbox/Secretary/Logos)
  - PDF copy of relevant membership certificate (Find relevant membership certificate template on dropbox- General + Membership Secretary folder/ ASDC Templates/ ASDC Member Welcome Pack Templates (letter and certificate)/ Membership Certificate Templates 2016). Open file then change only highlighted sections – Name and membership number then click save as and rename template as members name and year of membership. Save in the members dropbox folder as a PDF.
  - PDF copy of constitution (found in dropbox- Governance/Constitution/ ASDC Amended Constitution 2014 v3.pdf)
  - Tax Invoice for payment (found under members dropbox file. This is the treasurer's responsibility. Please contact them if payment has been made but invoice is not present in file)
  
- **Database and Information Management:** Make annotation within Membership Database (excel spreadsheet) on ASDC dropbox that membership pack is to be sent and invoice generated.
  - Add members to the [asdc@live.com.au](mailto:asdc@live.com.au) and [membershipasdc@outlook.com.au](mailto:membershipasdc@outlook.com.au) active members contact list- Place member on 'Dermal Clinician Contacts (All) list as well as corresponding year and membership type list ie. '2016 Full Member'
  - Add member contact information to the ASDC website – Members Directory list. You will need to liaise with Marketing/Media portfolio.
  - Approve site member request allow new member entry.

### 3. Renewals

- Liaise with Treasurer in sending out renewal notices/invoices by email- this should be done every fortnight to weekly starting from October each year.
- Receive renewal applications and review updated qualifications.
- File copies of current qualifications in appropriate membership folders on dropbox
- Collate CPE (education points) and review eligibility for renewal of members
- Liaise with Treasurer regarding updating the membership register (excel spreadsheet)
- Prepare emails and documentation ie. certificate as per new member protocol.
- Prepare membership packs as per new membership protocol.



# Australian Society of Dermal Clinicians

## Purpose:

This guideline outlines the role and duties of the Treasurer with the ASDC. The guideline and protocols outline the breakdown of duties/tasks performed by the treasurer and a standardized policy for how tasks are handled.

## Treasurer Role

The Treasurer is responsible for handling the following:

- **Payments:** Receiving all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association. They will ensure that all moneys received are paid into the account of the Association.
- **Orders:** Responsible for payment of any orders approved by the committee ie. stationary, booking venues for meetings etc
- **Financial records:** Ensure that the financial records of the Association are kept in accordance with the Act; and coordinate the preparation of the financial statements of the Association prior to their submission to the annual general meeting of the Association.
- **Consumer Affairs:** The association must submit an annual statement to consumer affairs. The Treasurer must provide financial statements for this annual statement which includes financial statements of all income, expenditure, assets and liabilities.
- **Queries:** Responding to queries relating to the financial status of memberships. These emails will be forwarded from the Membership Secretary through [membershipasdc@outlook.com.au](mailto:membershipasdc@outlook.com.au)
- **Membership:** The Treasurer will work closely with the Membership Secretary with the membership process in regards to the financial status of members.
- **Correspondence:** Any correspondence from the General Committee to outside organisations, members or individuals should be sent through the general secretary using the [asdc@live.com.au](mailto:asdc@live.com.au) email address. Any membership correspondence should be sent via the [membershipasdc@outlook.com.au](mailto:membershipasdc@outlook.com.au) email address



# Australian Society of Dermal Clinicians

## Purpose:

This guideline outlines the role and duties of the Marketing and Media position with the ASDC. The guideline and protocols outline the breakdown of duties/tasks performed by the member/s and a standardized policy for how tasks are handled. The main aim is to increase our brand and awareness amongst consumers.

## Marketing and Media Role

The Marketing and Media member/s is responsible for handling the following:

- Increase brand awareness
- Curate, publish and manage content across blogs, websites and social media
- **Marketing:** Lead our marketing, communications and design activities. Deliver innovative campaigns to promote the society, develop brand identity and profile, as well promote events hosted by the society such as webinars, conferences, workshops, open days, etc.
- **Media:** Keeping all forms of media including website, facebook, up to date.
- **Membership:** Drives the social media promotion for membership renewal.
- Works closely with all other committee members particularly Education Officer to promote events.

## Marketing and Media Protocol

To ensure professionalism and standardization within the process of managing the marketing and media within the society, anyone in the role of Marketing and Media must be informed and follow the protocol outlined below.

### Marketing and Media Protocol

- **Promotion:** All upcoming events including webinars, annual conference and membership renewal as well as advertising job positions need to be promoted.
  - Liaise with other committee members to understand requirements of event to be promoted
  - Post needs to be uniform across all platforms ie. Website, facebook etc.
  - How to update Website- log onto Wix.com. Click on 'edit site' button. Using dropdown menu on top of screen chose the page you want to edit. Once on that page, click to edit. Once finished click 'save' then 'publish' once you are ready for the changes to go live.
  - How to update and post on facebook- log onto facebook. You will be given access and made an Administrator on the ASDC's facebook page as well as their closed group.
  - Access to shutterstock? photos



# Australian Society of Dermal Clinicians

## **Purpose:**

This guideline outlines the role and duties of the Governance position/s with the ASDC. This is a new portfolio with the ASDC for 2015 and beyond. This position statement outlines the duties/tasks that will be undertaken by the Governance Portfolio and a standardized policy with be further developed regarding governance with the ASDC.

## **Governance Role**

The Governance position/s are responsible for the following:

### **Industry/Government Body Engagement**

- Keeping abreast of
  - Current industry guidelines and protocols
  - Government policy
  - Legal considerations for the industry
  - Occupational health and safety considerations for the industry
- Participating and holding positions on working parties, committees and participating in development of government initiatives in healthcare to represent the interests of Dermal Clinicians/Therapists and safety for consumers.
- Responding to and providing feedback in consultation and review processes in the development of government guidelines, educational packages.
- Liaising with insurance companies to develop/continue competitive insurance options for Dermal Clinicians and Dermal Therapists

### **Policy Writing**

- Developing and reviewing procedures, protocols, policy and position statements for the ASDC and the dermal science/therapy industry
- Developing templates for Standard Operating Procedures (SOP's) and risk assessments, and guidelines for management of complications
- Developing and maintaining scope of practice guidelines for dermal practitioners

### **Industry Regulation and Accreditation**

- Initiating industry advisory board for development and review of ASDC guidelines etc. and act as Chair on this board.
- Liaise with the Education Portfolio in development and maintenance of ASDC Accreditation Board. The two portfolios will be represented on the Accreditation Board.
  - An accreditation panel to review registration applications for dermal practitioners
  - The Accreditation Board will also review endorsement and accreditation for dermal science/therapy programs and Liaise with the Education Portfolio regarding feedback onto course advisory panels with affiliate educational institutions.

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# Australian Society of Dermal Clinicians

## Purpose:

This guideline outlines the role and duties of the Education Portfolio with the ASDC and a standardized policy for how tasks are handled.

## Education Role

The member/s of Education Portfolio are responsible for handling the following:

- **Events:** Management and organising of all educational events sponsored by the ASDC. This includes annual educational conference, webinars, open days, workshops, meetings etc.
- Conference coordination including: - Theme, contacting and liaising with speakers, sponsorship packages, liaise with the Treasurer, Secretary and Media and Marketing Portfolio with regards to registration and promotion of event.
- Webinars coordination- organise and liaise with speakers, MC/Host webinar and liaise with Media and Marketing portfolio regarding promotion of events and General Secretary to distribute recording link to members and place on website
- Education component of General Meetings- organise speakers
- Liaise with Educational Institutions and act as ASDC representative on academic boards.
- Act as Chair on educational subcommittee with affiliate student and institution representatives. As the Chair concerns and business from this subcommittee will be raised with the General Committee at meetings.
- Liaise with Membership Secretary regarding membership CPE records.
- Promote and guide members regarding CPE opportunities in Industry and Further Education. Liaise with Marketing and Media Portfolio in promotion of these events.

## Education Protocol

To ensure professionalism and standardization within the process of managing the educational events, anyone in the role of Education must be informed and follow the protocol outlined below.

### Event Protocol

- Organise webinars for the year
  - Webinars- Put together a calendar for the year ahead and organise presenters to speak on different topics of interest every 6 weeks. Draft emails can be found in the [asdc-prof.education@outlook.com.au](mailto:asdc-prof.education@outlook.com.au) draft section. Please copy and paste these drafts into new emails.

- Set meeting date on JoinMe and liaise with Secretary to email out 'Invitation' to database and send login details to those who register. After webinar is complete- arrange recording to be sent out to members and those who registered.
  - Liaise with Marketing and Media as well as Secretary to promote and inform members of event
- Conference
  - Decide on theme
  - Approach and arrange speakers/presenters
  - Approach and arrange sponsors
  - Design and arrange sponsorship prospectus and conference agenda.
  - Liaise with Marketing and Media as well as Secretary to promote and inform members of event