

# SA Heart® Committee's Terms of Reference

## Media, Funder, Digital committee (MFD)

The terms of reference for SA Heart® Committees are integrally linked to the strategic plan of SA Heart®.

- This is: The role and purpose of the Media, Funder and Digital committee is as follows:
  - To advise the board on matters relating to private practice matters within SA Heart®. This includes but are not limited to private practice matters regarding cardiovascular disease in the country, provisions of services within the country and opinion pieces regarding news/events/comments regarding CVD in the country.
  - The Private Practice committee will liaise with health care funders (and all special interest groups) regarding cardiology billing and coding matters that is relevant to general cardiology practice; and serve as point of contact and support for paid up members with coding questions and health care provider disputes
  - Develop and offer Workshops and ongoing education programme w.r.t coding rules and billing procedures for cardiologists commencing private practice; and relevant for more established private practice cardiologists.
  - Assist with management of media relations, contributing to press releases, presence on radio and TV and responding to requests from the media and proactive information dissemination.
  - Inform the Board and members on developments in the digital healthcare space. Create links with digital committees of various major cardiology associations. Develop road map and educational programme in the digital cardiology space

The committee's duties and responsibilities are:

- To advise the board on matters relating to private practice matters within the SA Heart® community
- To assist with private practice issues
- To advise regarding urgent matters pertaining to private practice issues that need to be discussed at board and Stakeholder Committee level.

- To contribute to media requests and SA Heart® social media platforms regarding private practice issues and other important CVD news and evidence based practice.
- To develop and offer educational programmes around coding, billing and digital health matters.
- To bring an awareness as to the future impact of disruptive technologies that will impact on cardiology practice to members

Membership should be constituted as following:

- Members should consist of the following:
  - o Full paid-up member of SA Heart®
  - o Representative of a Special interest group allocated to this committee
  - o Have an interest in or previous experience with private practice matters (billing, coding, funders), media and communication and/ or digital health

- Members should:
  - o Commit to the role within the committee and SA Heart®
  - o Abide by the code of conduct adopted by SA Heart®

The chair of the committee will be nominated in the following way:

- The chair should be:
  - o A voting member of the committee
  - o A full paid-up member of SA Heart®
  - o Appointed / Ratified as Chair by the board. The board has the right to remove or replace the chair of a committee, if she/he is not fulfilling the role as chair or not adhering to the code of conduct of SA Heart®.
  - o Chairs will rotate and will be appointed for a maximum of two terms

The role of the chair will be:

- To convene meetings of the committee, at minimum 4 per year
- To create a list of deliverables for each committee member including timelines and manage/oversee these
- To create annual reports for the AGM submitted 60 business days before the AGM and to send quarterly minutes to the board for review
- To attend Stakeholder Committee meetings
- To create a budget annually for events and programmes as decided by the committee for activities related to their portfolio and running costs two months in advance of the next financial year for submission to the

treasurer and board. Committee members will assist with fundraising for special projects.

- To ensure that all members of the committee adhere to the SA Heart® code of conduct.
- To create a succession plan within the committee

#### Frequency of meetings and manner of call

- At least 4 meetings a year
- Meetings should preferably be without cost i.e. can occur using skype or Zoom
- Committee members should be cautioned if more than 2 meetings a year are missed and may be removed from the committee
- A 2/3rds majority of the committee members should be present if a vote is required.

#### Resources

- The chair will ensure that the board is aware of any challenges the committee/chair experiences immediately
- SA Heart® office can be asked to assist with admin and organization of projects and meetings.
- The committee will utilize SA Heart® social media platforms and SA Heart Journal and website for information dissemination

- Reporting

- The committee will report to the board; however, a sub- committee may report to the committee and then to the board.
- Written reports as per duties of the chair

DATE of last review: June 2023