

The Australian Group on Antimicrobial Resistance (AGAR)

Operating Procedures May 2007

- **EXECUTIVE**

The executive shall be composed of 9 elected members and consist of:

A chair; deputy chair; treasurer/secretary; six scientific convenors.

Plus two co-opted members

AGAR Scientific Officer (paid position) and Scientific Consultant

- **ELECTION OF EXECUTIVE**

Member of the executive must be a member of AGAR.

Members of the executive elected by the members of AGAR.

Elections are held every three years at the May meeting commencing at the May 1999 meeting.

A nomination form will be circulated in the November minutes tri annually (commencing November 1998).

Nominations should be sent to the current Chairperson by December 31 of that year.

If a nomination is not received for all these positions the current Chairperson will contact and nominate an AGAR member.

Voting papers will be circulated with the May Agenda (two weeks prior to the meeting).

A member of AGAR who will not be nominating for the Executive will be appointed the Returning Officer at the May meeting.

The Returning Officer must receive completed voting papers before the Friday lunch interval of the May meeting.

Members will vote for nine members to become the Executive. It is expected that there will be a mixture of scientists and medical practitioners on the Executive.

Results of the voting will be announced after the Friday lunch interval.

- **ELECTION OF POSITIONS**

Election of the Chairperson and other positions (three year term) will be made by the Executive.

FUNCTION OF THE EXECUTIVE

• MEMBERSHIP OF AGAR

Consider new applications. Applications will only be considered at a meeting of the Executive and executive recommendations will need to be endorsed at the next AGAR meeting. Admission will be in accordance with the following guidelines:

1. New members

1.1 New members will normally only be admitted on the resignation of an existing member.

1.2 New members must undertake to participate in the annual staphylococcal surveillance and the Gram negative monitoring programme.

2. Current participants

2.1 Can only remain as members if their laboratory actively participates in the staphylococcal surveillance and Gram negative monitoring programme

2.2 Shall usually consist of only one medical and one scientist member from any laboratory

Positions currently vacant within a laboratory do not necessarily have to be occupied.

3. Co-opted members

3.1 Co-opted members will participate regularly if they have a defined contribution by way of a specific additive antibiotic resistance surveillance programme. A time limit will need to be defined for their participation. Co-opted members will be selected by the Executive and will need to be endorsed at the next AGAR meeting.

3.2 A person may be co-opted to a single meeting for a specified purpose.

4. Observers

4.1 Additional medical/scientist participants from currently participating laboratories may attend when the meeting is in the same city as the laboratory.

4.2 Non members from laboratories in the same city as the meeting may be invited to attend as seen appropriate. The Executive will need to endorse those who are to attend the meetings and assess whether they will stay for all of the meeting or just part there of.

- **AGAR PROJECTS**

The Group will organise and perform projects on antibiotic resistance where it is decided by the Group that this has significance for human health and therapy. It is expected that most if not all these projects will be performed with a view to be put into the public domain via publication in peer reviewed journals. Certain projects will be ongoing and these include:

Staph Awareness Program (SAP)

Gram-negative Studies (*E. coli* and *Klebsiella* spp.)

- **WEBSITE**

The AGAR website will be maintained by the AGAR Scientific Officer. The Executive will co-ordinate the items to be included.

- **MEETINGS**

AGAR will continue to meet twice per year (usually May and November)

Meetings will normally be held in Sydney and Melbourne.

There will be one large meeting per year (held in May) when all members will be invited to participate.

A smaller meeting will be held in November. Only the Executive and one AGAR Committee Member from an institution not represented by the Executive will attend the smaller meeting.

Other AGAR Committee members may attend the smaller meeting but must meet accommodation and airfare expenses

In the event of an institution having no representation at a meeting, an institution may nominate a 'substitute' AGAR Member

The program for the AGAR meetings will be:

MAY MEETING

Thursday 1600 - 1800

Meeting of the Executive)

Friday 1000 - 1600

Meeting of all AGAR members to discuss details and logistics of current and future projects

NOVEMBER MEETING

Thursday 1600 - 1800

Meeting of the Executive

Friday 1000 - 1600

Meeting of the Executive and one alternating AGAR member from each institution to discuss details and logistics of current and future projects

FUNDING

Refer to Agreement between the Commonwealth of Australia and the Australian Society for Antimicrobials