Terms of Reference for the ANZCA Honorary Curator

Version No: 3

Date of issue:
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PURPOSE
The Honorary Curator is responsible to the ANZCA Council for activities and matters associated with the Geoffrey Kaye Museum of Anaesthetic History in accordance with its strategic plan. The roles of the honorary curator are undertaken in an advisory capacity, including as a member of the history and heritage expert reference panel, with the day to day operations of the museum undertaken by ANZCA staff.

TERMS OF REFERENCE
The Honorary Curator roles are to:
1. Provide advice along with the History and Heritage Expert Reference Panel on the collection, storage, and interpretation of the Museum Heritage Collection (hereafter referred to as the Collection) as it assists in exploring the past, and present of the practice of anaesthesia and pain medicine in Australia and New Zealand and the significant individuals associated with these achievements.
2. Provide advice about how the collection and related information may be used to broaden awareness of the contribution to society of practice of anaesthesia, pain medicine and related specialties in Australia and New Zealand, including its continuing contribution to the advancement of medicine in general. Such advice should be in line with the ANZCA and FPM mission and strategic plans.
3. Support research in the area of history and heritage that explore the wide range of themes relating to the practice of anaesthesia and pain medicine.
4. Promote awareness and appreciation of the Collection and history of anaesthesia and pain medicine within the Australian and New Zealand College of Anaesthetists, including the Faculty of Pain Medicine, and among the wider anaesthetic, pain medicine and medical professions, the museum and heritage community, and the general public.
5. Contribute to and liaise with the History and Heritage Expert Reference Panel.
6. Foster and maintain links and partnerships with relevant collection and research bodies in Australia, New Zealand and overseas to further: research, interpretation and promotion of the Collection and the general history of anaesthesia and pain medicine.

The roles of the Honorary Curator do NOT include:
1. Day-to-day management of museum activities.
2. Museum staff management.
3. Financial management of museum activities.

DELEGATIONS
The following are delegated roles from the ANZCA Council to the Honorary Curator:
1. Engagement with the Fellowship Affairs Unit on the key initiatives of the Museum in line with the History and Heritage Strategy and budgeted activities.
2. Engagement of museum staff as they relate to the Collection and preservation requests.

The following require approval of the Council:
1. Capital expenditure on Museum related activities.
COORDINATION/COMMUNICATION
The important groups/roles for coordination/communication for the Honorary Curator are:
1. The ANZCA Council (information sharing)
2. ANZCA CEO (reporting and governance)
3. Honorary Archivist (information sharing)
4. History and Heritage Expert Reference Panel (advice, information sharing)
5. General Manager (GM), Fellowship Affairs (advice, information sharing)
6. Manager, Knowledge Resources Group (information sharing)
7. Museum staff (advice, information sharing)
8. Library, Archive staff (advice, information sharing)
9. International anaesthesia museum network (information exchange)

The Honorary Curator undertakes all activities in accordance with relevant ANZCA policies (including, but not limited to, the Conflict of Interest Policy; Travel Guidelines and Policy; Policy on Bullying, Discrimination and Harassment for Fellows and Trainees Acting on Behalf of the College or Undertaking College Functions).

MEETINGS AND MEMBERSHIP
The Honorary Curator is a member of the following group:

Questions arising in the course of the work of the Honorary Curator should be raised with General Manager of Fellowship Affairs.

APPOINTMENT
The appointment of the Honorary Curator is by the ANZCA Council on recommendation from the CEO. Appointment of the Honorary Curator will take into account the following factors:
1. Must be a member of ANZCA.
2. Should have a broad anaesthesia knowledge base with a demonstrated interest in the preservation and promotion of anaesthesia and pain medicine history in Australia and New Zealand.

Initial appointment will require the presentation of a brief CV outlining relevant experience, skills and attributes. Reappointment will be on the basis of ongoing performance.

REAPPOINTMENT
The Honorary Curator may be re-appointed on an annual basis by the Council. The Honorary Curator may serve a maximum period of twelve years, unless otherwise approved by the Council.

REPORTING
The Honorary Curator reports to the ANZCA CEO. The Honorary Curator provides reports to the History and Heritage Expert Reference Panel as required.

ADMINISTRATIVE RELATIONSHIPS
Administrative support for the Honorary Curator will be from the Fellowship Affairs Unit.

Fellows and trainees often work closely with College staff. Each College staff member has a job description, which includes details about how they will support the activities of Fellows and trainees occupying significant roles. Each staff member has a manager who is responsible for the staff member’s day-to-day performance, annual performance appraisal and performance management where required. Ultimately, every staff member reports through to the chief executive officer (CEO). The CEO reports through to the ANZCA Council, the governance body of the College.
It is expected that communication by Fellows and trainees with staff will meet normal social standards of respectfulness. Staff members welcome feedback about positive aspects of their performance. If a Fellow or trainee is concerned about the performance of a staff member, this is best raised with the staff member’s manager, CEO or a councillor (for consultation). This does not apply to minor things such as amendments to minutes that can be directly raised with the staff member. The manager can be identified by referring to the organisational chart on the ANZCA website under “About ANZCA/Structure and governance”. Fellows and trainees in key roles, particularly committee chairs, may be invited by the manager to participate in formal staff performance review.

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Date of next review 2017