



## **Terms of Reference**

### **Scientific and Organising Committee of Cosmetex (SOCC)**

#### **1. Purpose**

The Scientific and Organising Committee of Cosmetex (SOCC) is established by the Council of the Australasian College of Cosmetic Surgery and Medicine (ACCSM) to plan, deliver, and evaluate the College's annual scientific meeting, Cosmetex.

The SOCC ensures that the conference:

- Provides high-quality, evidence-based education that supports the College's Continuing Professional Development (CPD) program.
- Embeds patient safety, public protection, and cultural safety as core themes.
- Operates with financial transparency, organisational efficiency, and reputational integrity.

#### **2. Authority**

- The SOCC is a standing committee of Council.
- It reports directly to Council.
- Council reviews the final program, budget, and sponsorship arrangements.
- The SOCC liaises with the Education & Training Committee (ETC) to ensure alignment with broader College educational and governance frameworks.

#### **3. Functions**

##### **Scientific Program**

- Develop annual conference themes and learning objectives.
- Approve abstract submission and peer review processes.
- Select keynote speakers, session chairs, and panels.
- Ensure program alignment with learning outcomes, CPD and College standards.
- Embed consumer, trainee, and cultural safety perspectives.

##### **Organisation & Operations**

- Lead by the General Manager, supported by Education Officers
- Oversee logistics, venue selection, and event management.
- Approve sponsorship packages and exhibitor arrangements consistent with College policies.
- Ensure marketing, delegate engagement, and risk management strategies are in place.

### Evaluation & Reporting

- Monitor attendance, engagement, and financial performance.
- Evaluate scientific and organisational outcomes
- Provide Council with a post-conference evaluation report including delegate feedback, and financial summary.

### 4. Membership

- Chairs: Medical and Surgical Deans
- General Manager
- Education Officer: Provide administrative support.
- Appointed Fellows: Representing key medical and surgical areas.
- Trainee Representative
- Additional members or external advisors may be co-opted with Council approval.

### 5. Meetings

- The SOCC will meet at least twice a year, and additionally as required in the lead-up to Cosmetex. Initial meeting must be scheduled December to identify and agree on potential speaker invitation with follow up meetings each month until final program is delivered. To ensure delegate interest program should be available no later than middle May.
- Meetings may be held in person or virtually.
- A quorum is 50% of members including the Chair or delegate.
- Administrative support will be provided by the College office.

### 6. Reporting

- The SOCC reports directly to Council.
  - Minutes of meetings will be submitted to Council.
- The SOCC will provide:
- An annual conference plan (program outline, budget, sponsorship framework).
  - A post-conference evaluation report (educational, operational, survey, financial outcomes).

### 7. Term of Appointment

- Members are appointed by Council for a term of two years.

### 8. Review

These Terms of Reference will be reviewed every three years by Council, or earlier if required by changes in AMC standards, College policies, or external regulatory requirements.

This policy takes effect from:	22 Sep 2025
Approved by:	ACCSM Council
Next Review Date:	22 Sep 2028