GUIDELINES:

WEBSITE POSTING, EMAILS TO MEMBERS, ENDORSEMENT OF EVENTS

IM meeting 17\textsuperscript{th} August 2018

Note: Newsletter items will be managed through the usual editorial process.

Note: Posted refers to posting on the website.

\textbf{Job advertisements} 
1. Advertisements for jobs within Australian and New Zealand as a geriatrician or advanced trainee in geriatric medicine will be posted and/or emailed to members by the Executive Officer. All other cases (including where there is any ambiguity) guidance should be sought from the Chair of the IM Committee or a member of Executive prior to posting/email.
2. When approached in writing by a member or a not for profit, job advertisements will be posted and/or emailed on the website for no charge. For example a private locum position.
3. Other organisations such as recruitment agencies, or government organisation, will be charged.
4. Job advertisements posted on the website for training positions will not be charged regardless of the method of approach.

\textbf{Conferences/meetings} 
5. Conferences/meetings run by not-for-profit organisations and have a clearly identifiable Geriatric Medicine component will be posted for free (for example, not all palliative care meetings will be directly relevant).
6. Prior to emailing membership guidance should be sought from the Chair of the IM Committee or a member of Executive.
7. Conferences/meetings that are run by for profit organisations will be charged.
8. Requests for endorsement or use of the ANZSGM name or logo to promote a program or event should be approved by Executive and will be considered only where the ANZSGM has had a prospective role in the development of the program/event.

\textbf{General/Other Items} 
9. Items must be directly applicable to membership and pertain to geriatric medicine.
10. Proposed items to be posted and/or emailed to members should be approved by the Chair of the IM Committee or a member of Executive. It may be determined that some items are better distributed through the divisions rather than to the whole ANZSGM membership.
11. All items posted on the website will have a clear expiry date.
12. In general email should avoid including attachments.
13. The ANZSGM email list/membership list will not be distributed to third parties.

\textbf{Schedule of fees} 
14. When requested to post/email by a member and meets above criteria: no charge.
15. For 2018:
   a. Posting item on website: $660 (GST inc)
   b. Email to members: $660 (GST inc)
Sponsorship and Endorsement of Events

16. Advertisements for Events/Conferences:
   a) must demonstrate significant benefit to Geriatric Medicine
   b) the fee of $660.00 will be charged to commercial organisations.

17. ANZSGM will not endorse or sponsor an event for which it has not had a role in
development of the event and programme.

Newsletter

18. Criteria for inclusion in Newsletter to follow guidelines as per this document
19. Content grid and documents to be reviewed by the Editor prior to final print layout

Next review date (one year from signing)

Dr Oliver Menzies
Chair of Information Management Committee

A/Professor Eddy Strivens
President ANZSGM