

POSITION DESCRIPTION



Position Title: Board Director

The Royal Australasian College of Medical Administrators (RACMA) is governed by a Board of Directors elected by the College Members in accordance with the *RACMA Constitution 2019*.

RACMA is a company limited by guarantee, and its principal objective is to deliver comprehensive education and training programs to medical managers and other medical practitioners who are training for or occupying management roles and positions. In addition, the College has the following subsidiary objects:

1. To examine Medical Practitioners seeking recognition as specialist medical administrators and to admit to Fellowship Medical Practitioners who have attained specialist qualifications and/or specialist expertise in medical administration.
2. To provide continuing education to Medical Practitioners to assist them to acquire and maintain skills and competence in medical administration.
3. To support Medical Practitioners who are not specialist medical administrators to develop leadership and management skills.
4. To assess the competence and performance of Fellows and Associate Fellows and to offer education, training, remediation and support to Fellows and Associate Fellows whose competence and/or performance is assessed as being below an acceptable standard.
5. To promote and advance the study of the principles and practice of health services leadership and management by Medical Practitioners.
6. To educate the public and other health care professionals about health leadership and management and medical administration.
7. To support research in the field of health leadership and management and medical administration.
8. To provide advice and to make submissions and representations to governments, political parties, authorities, and other bodies on issues relevant to health leadership and management and medical administration.
9. To liaise with other medical colleges and representative bodies.
10. To undertake other activities to promote the specialty of medical administration and/or to provide services to Members.

Role and responsibilities of the Board Director

The Board Director will recognise their overriding responsibility to act honestly, fairly, diligently and in accordance with the *RACMA Constitution* in serving the interests of the community, as well as the RACMA's employees, volunteers and supporters.

The responsibilities of the Board of Director include:

- Reviewing and approving strategic plans, business plans, the annual budget, and financial plans, including available resources and major capital expenditure initiatives
 - Making decisions in relation to matters of a sensitive, extraordinary, or strategic nature.
 - Monitoring and assessing management's performance in achieving any strategies and budgets approved by the Board.
 - Ensuring best practice corporate governance
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- Reviewing and approving applications for significant funding; equipment, facility enhancement, and research and education
 - Reviewing and approving annual statutory accounts and other reporting and monitoring financial results on an ongoing basis
 - Providing advice and counsel to management on a periodic and ad hoc basis
 - Appointing, and where appropriate, removing the CEO and approving succession plans
 - Ratifying the appointment and, where appropriate, the termination of the direct reports to the CEO
 - Monitoring the performance of the CEO and senior management and approving remuneration policies and practices for such CEO and senior management when appropriate
 - Enhancing and protecting the reputation of RACMA
 - Reporting to its Members and other appropriate key stakeholders
 - Ensuring appropriate compliance frameworks and controls are in place and are operating effectively.
 - Approving and monitoring the effectiveness of and compliance with policies governing the operations of the College
 - Monitoring compliance with regulatory requirements and ethical standards
 - Monitoring the integrity of internal control and reporting systems and the findings of audits undertaken on an annual basis
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