

TERMS OF REFERENCE – RACMA JURISDICTIONAL COMMITTEES

1. PURPOSE

These Terms of Reference define the objectives and responsibilities of RACMA Jurisdictional Committees and align with relevant Clauses within the RACMA Constitution, including:

- the responsibilities of Jurisdictional Committees and their members;
- requirements relating to meetings of Jurisdictional Committees; and
- requirements relating to membership and election of Jurisdictional Committees.

2. OBJECTIVES

Jurisdictional Committees are established to:

- provide opportunities for professional interaction and development for RACMA members who reside in that jurisdiction.
- assist with communications to members, providing relevant jurisdictional information.
- contribute to College-wide policy through nomination and participation on the College Policy and Advocacy Committee (PAC) to represent local perspectives and to strategically shape the College's policy and advocacy agenda – including bringing locally based policy challenges to the attention of PAC.
- encourage positive interactions and liaison with health-related organisations and regulators to support initiatives that improve health outcomes for local communities and maintain standards of the profession for jurisdictional Fellows, Associate Fellows and Candidates.
- provide College representatives for nomination on external bodies or committees within their jurisdiction.
- recommend College representatives for nomination on external bodies or committees as a representative for the College at a National level, which is to be approved by the Chief Executive/President.
- provide advice to the College Education and Training Committee (ETC) and the Continuing Education Program Committee (CEPC) on the needs of local members.
- advocate for and promote College-wide education priorities within the jurisdiction with health authorities and relevant stakeholders.
- advise the Board and/or its relevant entities of pertinent issues affecting members who reside in the jurisdiction as well as issues that affect the practice of medical leadership and management within the jurisdiction.
- support the Jurisdictional Coordinators of Training to assist Candidates with learning activities to support them throughout their candidacy, including but not limited to hosting jurisdictional learning sets, conducting practice exams, and addressing issues with accreditation of training posts.
- connect with and support other jurisdictions as needed and by mutual agreement.
- facilitate effective connections with jurisdictional governments and advocate on behalf of the College and its members with health or other portfolio Ministers on locally based issues.

3. RESPONSIBILITIES

3.1 Jurisdictional Committee and Members

The responsibilities of a Jurisdictional Committee, consistent with the Constitution, are to ensure that each jurisdictional committee will:

- promote and encourage local education and training activities on behalf of the College.
- host, organise, deliver, participate in, promote and support College events and activities within the jurisdiction.
- assist the College to carry out its activities within the jurisdiction.
- develop, deliver and monitor annual work plans that align with the College's strategic objectives.

Each Jurisdictional Committee may exercise any power delegated to it by the Board from time to time, but in the absence of a specific delegation is to act in an advisory capacity only.

All members of Jurisdictional Committees are acting as Officers of the College and therefore must act in good faith and in the best interests of the College. Officers are covered by the College's Directors and Officers insurance.

Members and Officers of Jurisdictional Committees will:

- participate in, promote and facilitate local education and training activities and events.
- devote adequate time and attention to preparing for and attending meetings of the jurisdictional committee.
- comply with all codes, policies and other requirements of the College (including those applying to conflicts of interest, confidentiality and privacy).
- not make representations, submissions or undertakings that purport to be on behalf of the College or take any action that purports to bind the College to perform any obligation, without the prior written authorisation of the Board or the Chief Executive.
- not enter into contracts or agreements, or otherwise incur expenses or liabilities, on behalf of the College or the jurisdiction without prior written authorisation by the Chief Executive.
- not represent the College without discussion with Chief Executive and/or President, or imply in any way that the Committee is a body independent of the College.
- not undertake any financial transactions on behalf of Jurisdictional Committees except as provided below.

Participation by members at Jurisdictional Committee meetings or other Jurisdictional Committee activities will attract CPD hours and will be entered into the member's CPD record on their behalf by College staff.

Jurisdictional Committees can establish Continuing Professional Development (CPD) activities for members within their jurisdiction.

A member of a Jurisdictional Committee is not entitled to any fees or remuneration in respect of their membership of the Jurisdictional Committee or participation in Jurisdictional Committee activities.

3.2 RACMA National Office

The College National Office will provide support to Jurisdictional Committees as follows:

- A dedicated staff member of the College will:
 - schedule all meetings annually in advance in consultation with the Jurisdictional Committee Chair (JC Chair), and distribute calendar invitations for meetings online and in person.
 - prepare all meeting agendas and minutes in consultation with the JC Chairs.
 - support the JC Chairs in monitoring action items and maintain records of activity relating to such for each Jurisdictional Committee.
- Staff of the College will:
 - provide support to the Jurisdictional Committees to assist in local events.
 - manage all whole of jurisdiction communications to members within a jurisdiction in consultation with the JC Chairs to ensure communications comply with the College Communications Strategy.
- To support them in their activities, Member information, including relevant contact details, will be provided to the Jurisdictional Committees, in line with the College's Privacy Policy.
- Support will be provided to each Jurisdictional Committee for all election and expression of interest processes including submission of papers for approval as required to the Board or ETC.

4. JURISDICTIONAL COMMITTEE COMPOSITION AND TERMS OF APPOINTMENT

The Constitution states that each jurisdiction must elect a Jurisdictional Committee. Jurisdictional Committees must consist of a minimum of three Members across the following four roles:

- A JC Chair (must be a Fellow)
- A Candidate representative elected by the Candidates within the jurisdiction
- A Jurisdictional Coordinator of Training (must be a Fellow)
- A Jurisdictional CPD Coordinator (must be a Fellow)

Board members may attend meetings of Jurisdictional Committees in which they reside, as *ex officio* members of the committee.

4.1. Appointment to Jurisdictional Committee roles

4.1.1. Jurisdictional Committee Chair (JC Chair)

Appointment of a JC Chair must occur through either a vote of Jurisdictional Committee members, or through an electronic election process by members residing in the jurisdiction. If the Jurisdictional Committee members vote and make recommendation of a JC Chair, the following election process is not required.

Nominations

A Fellow who resides in the jurisdiction where there is a vacancy may nominate for election as the JC Chair, providing that the member is in good standing with the College in respect of both fees and CPD compliance. To submit a nomination, the Member must:

- complete and sign the online nomination form; and
- have the form signed by one Fellow who resides in the same jurisdiction; and
- return the completed form to the Board-appointed Returning Officer by the closing date and time.

If only one nomination is received, that nominee will be deemed elected to the role.

Voting and Appointment

All Fellows and Associate Fellows within the jurisdiction will be entitled to cast their vote via electronic means for their preferred applicant through an election process.

The applicant with the greatest number of votes will be deemed successful. Should there be a tie in number of votes then a candidate will be selected by lot.

Whether the selection of a new JC Chair is via Jurisdictional Committee vote or election, the Board is still responsible for approving the appointment.

4.1.2. Candidate Representative

Appointment of a Candidate representative must occur through an election process enabling Candidates within the jurisdiction to cast their vote on their preferred Candidate representative(s) to undertake the role.

Nominations

A Candidate who resides in the jurisdiction where there is a vacancy may nominate for election as the Candidate representative, provided that the Candidate is in good standing with the College. To submit a nomination, the Candidate will:

- complete and sign the nomination form; and
- return the completed form to the Board appointed Returning Officer by the closing date and time.

If only one nomination is received, that nominee will be deemed elected to the role.

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Voting and Appointment

All Candidates within the jurisdiction will be entitled to cast their vote via electronic means for their preferred applicant through an election process.

The applicant with the greatest number of votes will be deemed successful. Should there be a tie in number of votes, then a successful candidate will be selected by lot. Their appointment to the Jurisdictional Committee as Candidate representative will be approved by the Jurisdictional Committee following recommendation by the Returning Officer.

The term of appointment for the Candidate representative will be based on each Jurisdictional Committee's needs. The Candidate representative may only remain in the role whilst in training and must step down once Fellowship has been achieved.

4.1.3. Associate Fellow Representative

Where appropriate, an Associate Fellow representative may be appointed to the JC. Appointment of an Associate Fellow representative must occur through an election process enabling Associate Fellows within the jurisdiction to cast their vote on their preferred Associate Fellow representative to undertake the role.

Nominations

An Associate Fellow who resides in the jurisdiction where there is a vacancy may nominate for election as the Associate Fellow representative providing that the Associate Fellow is in good standing with the College.

To submit a nomination, the Candidate will:

- complete and sign the nomination form; and

- return the completed form to the Board appointed Returning Officer by the closing date and time.

If only one nomination is received, that nominee will be deemed elected to the role.

Voting and Appointment

All Associate Fellows within the jurisdiction will be entitled to cast their vote via electronic means for their preferred applicant through an election process.

The applicant with the greatest number of votes will be deemed successful. Should there be a tie in number of votes, then a successful candidate will be selected by lot. Appointment to the Jurisdictional Committee as Associate Fellow representative will be approved by the Jurisdictional Committee following recommendation by the Returning Officer.

4.1.4. Jurisdictional Coordinator of Training (JCT)

Appointment of a Fellow as the JCT must occur through an Expression of Interest (EOI) process, which will be supported by the College office. Should there be more than one EOI received for the role of JCT, then an interview process will occur, to be chaired by the JC Chair and involving two other College Members, one of whom must be a Jurisdictional Committee member nominated by the JC Chair, and one of whom may be a representative from and nominated by the Education and Training Committee (ETC).

FC Should no applications be received through the EOI process the JC Chair may use their discretion to seek out a suitable member for the role and, if agreed, the recommendation will go to the Jurisdictional Committee for consideration and approval.

Upon recommendation of a new JCT by the Jurisdictional Committee, a paper will be sent to the ETC to seek approval of the appointment to the role.

Should a Jurisdictional Committee determine that either a shared JCT role or deputy JCT role is required, the Jurisdictional Committee has the authority to request of the ETC the additional role with the same appointment process being undertaken.

4.1.5. Jurisdictional CPD Coordinator (JCPDC)

Appointment of a Fellow as the JCPDC must occur through an Expression of Interest (EOI) process which will be supported by the College office. Should there be more than one EOI received for the role of JCPDC, then an interview process will occur, to be chaired by the JC Chair and involving two other College Members, one of whom must be a Jurisdictional Committee member nominated by the JC Chair, and one of whom may be a representative from the Education and Training Committee (ETC).

Should no applications be received through the EOI process the JC Chair may use their discretion to seek out a suitable member for the role and, if agreed, the recommendation will go to the Jurisdictional Committee for consideration and approval.

Upon recommendation of a new JCPDC by the Jurisdictional Committee, a paper will be sent to the ETC to seek approval of the appointment into the role.

4.1.6. *Other Jurisdictional Committee membership roles*

Other Jurisdictional Committee roles will be dependent on the size of the jurisdiction and availability of members. Each Jurisdictional Committee can consider additional positions as follows:

- Honorary Secretary - FRACMA
- Honorary Treasurer - FRACMA
- Additional FRACMA representatives (maximum of three; 3)
- AFRACMA representatives (maximum of three; 3)
- Additional Candidate Representatives (maximum of two; 2)
- Ex officio members – immediate past JC Chair and Board Director(s) who are members of the jurisdiction
- Co-opted members may be appointed for a particular purpose or term.

Appointment of other Jurisdictional Committee members must occur through an Expression of Interest (EOI) process, which will be supported by the College office. Should there be more than one EOI received for any role, then an interview process will occur, chaired by the JC Chair and involving two other Jurisdictional Committee members nominated by the JC Chair.

FC Should no applications be received through the EOI process the JC Chair may use their discretion to seek out a suitable member for the role and, if agreed, the recommendation will go to the Jurisdictional Committee for consideration and approval.

Depending on the size of the jurisdiction, there may be specific roles each Jurisdictional Committee member will be responsible for to support the work undertaken by the Jurisdictional Committee; e.g., Scientific Program Coordinator, Events Coordinator.

The Jurisdictional Committee must not exceed a total of 15 members, including the JC Chair. If a jurisdiction has specific needs and needs to exceed the maximum number of Jurisdictional Committee members, then additional members may be co-opted by agreement of the Jurisdictional Committee.

4.2. **Term of Appointment**

With the exception of Candidate representatives as outlined above, Jurisdictional Committee members shall be elected to the Jurisdictional Committee for a term of three years. A member may be re-elected for one further term of three years to a maximum total of six consecutive years, with a majority agreement by Jurisdictional Committee members. Extensions to roles beyond the six-year maximum may be applied on a discretionary basis with Jurisdictional Committee member support and approval of the Board.

5. MEETINGS

5.1. Jurisdictional Committee Meetings

The RACMA Constitution sets out the following requirements for meetings of Jurisdictional Committees:

- Each Jurisdictional Committee may, subject to the Corporations Act, the Constitution and the regulations and policies of the Board, regulate proceedings as it sees fit.
- The total number of meetings held annually are at the discretion of the Jurisdictional Committee.
- A quorum for meetings will be the presence of one half of the total number of members of the Jurisdictional Committee .
- All members of the Jurisdictional Committee have voting rights for resolutions presented to the Jurisdictional Committee.
- The JC Chair will preside over all Jurisdictional Committee meetings. Should the JC Chair not be available, the Committee has the discretion to nominate a member to preside over the meeting in their absence.
- Minutes of all Jurisdictional Committee meetings will be prepared by the College office, presented to the JC Chair and then ratified at the next meeting for signing by the JC Chair as a true and correct record of the meeting.
- Jurisdictional Committee members must attend a minimum of 50% of scheduled meetings during a calendar year. Failure to do so may result in the member being asked to vacate their position on the Jurisdictional Committee.
- Meetings of Jurisdictional Committees can be conducted via online meeting platforms such as Zoom or Teams.
- F • It is encouraged that Jurisdictional Committees meet face to face at least once per year.
- The Jurisdictional Committee will conduct scientific programs and/or Annual General meetings at the discretion of the Jurisdictional Committee.

5.2. Annual Meeting of Jurisdictional Committees Chairs, Board Representatives and Officers

The Constitution requires that there be an annual meeting between members of the Board, the chairperson of the ETC and the chairpersons of each Jurisdictional Committee. The Constitution sets out the following requirements:

- The Jurisdictional Committee Chairs must be invited to attend one face to face Board meeting per calendar year.
- A written report on behalf of each Jurisdictional Committee must be submitted for this meeting and should outline any outcomes from annual workplans.
- Each of the JC Chairs must provide a short verbal update to accompany their Jurisdictional Committee report.
- Each of the JC Chairs will be invited to attend the annual strategic planning day with the Board.
- JC Chairs may nominate another member of the Jurisdictional Committee to attend in their place.
- The Chief Executive must ensure that a comprehensive record of the meeting, including copies of jurisdictional reports and agreed outcomes is recorded and distributed to the Board and to each of the Jurisdictional Committees.
- Should changes to these Terms of Reference be required, these must be approved by the RACMA Board.

6. FINANCIAL MANAGEMENT

6.1 Jurisdictional Committee Income and Expenditure

- Proposed expenditure of funds must be for the benefit of Members within the jurisdiction.
- Funds expended within the jurisdiction must be considered and agreed by the Jurisdictional Committee, with any requests to be put forward to the Chief Executive for consideration and approval.
- Approval of expenditure is in accordance with the RACMA Delegation Schedule.
- The Jurisdictional Funds reserves are the residual balances of funds held to be used for the purposes of the respective jurisdiction.
- Quarterly summaries showing moneys paid into and disbursed out of any Jurisdictional Committee Cost Centre maintained by the College Office will be provided to the Jurisdictional Committee following completion of the quarterly BAS by the College Accountant.
- The accounts of each Jurisdictional Committee will be included in the annual audit of the College's accounts. Each JC Chair will be provided with a set of audited accounts of his or her Jurisdictional Committee and must, if required, meet with the chairperson of the Finance and Audit Committee and the College auditor to discuss the audited accounts and financial performance of the jurisdiction.

6.2 External Funding

Jurisdictional Committees wishing to seek or apply for funding or payment from external bodies to support events or other activities must comply with the following requirements:

- Authorisation in writing must be obtained from the Chief Executive before submitting any application, tender or proposal.
- All funding or payment/s must be supported by a written contract or agreement (including a grant agreement, sponsorship agreement or services contract) and must be signed by the Chief Executive.
- All funding and payments received must be paid into the RACMA bank account and will be allocated against the relevant Jurisdictional Committee.
- Funds must only be disbursed for the purpose(s) for which, and in accordance with the terms on which, the funds were provided by the external body.

Jurisdictional Committees may apply to the Chief Executive for supplementary grants from the College for initiatives and/or Jurisdictional Committee operating costs. Such requests should be made by February for the following financial year to enable appropriate budgeting. Allocation of such supplementary grants to Jurisdictional Committees must be approved by the Finance and Audit Committee.