

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 2023*.

RACMA is a company limited by guarantee, and its principal objective is to enable the delivery of high quality, safe health services and systems for the community by educating, training, and promoting the skills, knowledge, and professional attitudes of specialist medical leaders in health care settings and health related organisations.

The College does this by:

- establishing and maintaining standards in medical leadership and management education;
- promoting health equity within the communities we serve, acknowledging the dignity and special needs of diverse groups within the community and including recognition of the commitment to reconciliation for Indigenous People of Australia and Aotearoa/New Zealand and the articles of Te Tiriti o Waitangi for Māori of Aotearoa/New Zealand;
- developing and delivering education, continuing professional development and research programs to promote and advance the principles and practice of medical leadership and management and providing opportunities to bring Members together for their common benefit;
- advocating as the peak body on medical leadership and management issues and related topics, and providing expert advice on high quality, effective and safe health care, services, and systems for the community; and
- promoting cooperation and collaboration with organisations, including organisations outside Australia.

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
 - Reviewing and approving applications for significant funding; equipment, facility enhancement, and research and education
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- 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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