

POSITION DESCRIPTION

Position Title: Jurisdictional Committee Chair (JCC)

Purpose

The purpose of this position description is to describe the role and responsibilities of the Jurisdictional Committee Chair.

This is a companion document to the Jurisdictional Committee Terms of Reference.

1. Introduction

Each Jurisdictional Committee must have a Jurisdictional Committee (JC) Chair. Appointment of a JC Chair must occur through either a vote of Jurisdictional Committee members, or through a process aligned with the Jurisdictional Committee Terms of Reference. The RACMA Board is responsible for approving the appointment of the Chair.

The term of office of the JC Chair is **three years**.

A JC Chair may be re-elected to the JC for one further term of three years to a maximum total of six consecutive years, with a majority agreement by JC members. Extensions to roles beyond the six-year maximum may be applied on a discretionary basis with JC member support and approval of the Board.

2. Role Description

The role of the JC Chair is to lead and chair the JC, oversee the key strategic objectives of the JC and the College and to assist, facilitate, and support College activities.

The key responsibilities specific to the role include:

- Devote adequate time and attention to preparing and attending meetings of the jurisdictional committee.
 - The JC Chair is to support and engage with the Jurisdictional Coordinator of Training to ensure that Candidates within their jurisdiction are appropriately supervised and trained.
 - Contribute to the contents of the jurisdictional annual report.
 - Ensure that the College office and President are aware of consultations and enquiries being undertaken in the jurisdiction where the College has been asked to contribute or where it is considered that it would be useful for the College to contribute.
 - Represent or seek a nomination for a Committee or other jurisdictional RACMA member to represent the College on consultations and enquiries being undertaken within the jurisdiction subsequent to discussion with and agreement from the College office and President.
 - Provide availability to attend external events on behalf of the College and/or nominate members of the Committee to attend.
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- Attend and participate in the Jurisdictional Committee Chairs Group meetings.
- Represent or nominate a Committee member to represent the jurisdiction on additional sub-committees such as the Policy and Advocacy Committee
- Provide consultation to College staff on appropriate documents under review.
- Liaise with the member of staff responsible for Committee support to ensure:
 - Annual meetings are scheduled as appropriate.
 - Agendas and minutes are prepared and circulated to committee members in a timely manner.
 - Action items are monitored and progressing.
 - Members of the committee are welcomed and farewelled as appropriate.
- Ensure committee members are sought and appointed in alignment with committee requirements.

Further responsibilities as a Committee member include:

- Host, organise, deliver, participate in, promote, and support College events and activities within the jurisdiction.
- Provide opportunities for professional interaction and development for RACMA members who reside in that jurisdiction.
- Advise the RACMA Board and/or 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.
- Connect with and support other jurisdictions Chairs as needed and by mutual agreement.

3. Selection Criteria

- Be a RACMA Fellow.
- Be in good standing with the College.
- Demonstrated commitment to jurisdictional events, workshops, and members.
- Excellent communication and interpersonal skills

4. Relationships

- Jurisdictional Committees
 - Jurisdictional Committee Chair's
 - Policy and Advocacy Committee
 - Education and Training Committee
 - RACMA Board
 - RACMA College Office
 - Jurisdictional Workforce Branches/Departments of Health
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Related Documents

Terms of Reference: Jurisdictional Committees

RACMA Constitution
