**THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS**

**POSITION DESCRIPTION**

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| **Position Title:** | Board Director – Candidate Membership Category |
| **Date Reviewed:** | July 2024 |

## 1. ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS

The Royal Australasian College of Medical Administrators (RACMA) is a specialist medical college with the objective of influencing health systems management and educating medical practitioners in the specialty of medical administration. The College has Fellows throughout Australia, New Zealand, Hong Kong and other overseas posts.

Four core values underpin all RACMA endeavours:

*Professionalism:* Demonstrating self-governance, high standards & ethical behaviour

*Integrity:* Doing the right thing in all situations

*Excellence:* Striving for outstanding achievement despite constraints

**Respect:** Acknowledging and valuing others' thoughts, opinions and feelings

## 2. THE POSITION

The Candidate 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 College Candidate community, as well as the RACMA's employees, volunteers and supporters.

## 3. APPOINTMENT

Candidates may be nominated for election to the Board. A Director who is a Candidate shall be elected for a term of two (2) years.

## 4.  KEY RESPONSIBILITIES

The key responsibilities of the role include but are not limited to:

- 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.
- 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.


## 5.  ADDITIONAL EXPECTATIONS OF BOARD DIRECTORS

All Board Directors will participate in an Induction program.

All Board Directors will participate in an annual Board review.

All RACMA Board Directors are expected to attend four (4) Board meetings annually. One of these meetings will be held during the Annual Conference.

RACMA will pay the expenses for attendance at three (3) Board meetings (please see the College Travel Policy on the web site). Board Directors will pay their own expenses to the meeting held during the Annual Conference because it is expected Directors will also attend the conference as part of their own CPD requirements.

Board Directors are expected to attend at least 3 meetings each year. Poor attendance will lead the President to enquire why the Director in unable to meet their commitment to the RACMA.

All Board Directors will be required to sign a Declaration of Interests and declare conflicts of interest at each meeting of the Board.