

THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS

POSITION DESCRIPTION

Position Title:	President-Elect
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 President-Elect is a member of the College Board of Directors and its Executive Committee, is an Office Bearer pursuant to the [RACMA Constitution](#) and therefore, participates in the responsible leadership and direction of the College as defined by the College Strategic Plan.

The President-Elect will support the RACMA Board of Directors to achieve its full potential to build a sustainable business, improve the education and training of medical practitioners in health services leadership and management services, promote the specialty of medical administration and advocate for the College and its Members.

The President-Elect will deputise for the President when required and act within delegated authority from the Board for all aspects of the governance of the College.

3. APPOINTMENT AND TERM

The President-Elect is a Fellow nominated and elected to that position by those Fellows of the College entitled to nominate and vote on their election. The person who is President-Elect shall be appointed to be the President for a two (2) year term commencing at the end of the annual general meeting following expiry of the term of the current President.

The term of the President-Elect is two (2) years.

4. KEY RESPONSIBILITIES

The key responsibilities of the role include:

- To chair and lead all meetings of the Board in the absence of the President.
- To support good corporate governance processes in accordance with current best practice principles and in the interests of stakeholders and that it complies with all relevant legislation.
- To promote strategic direction for the Board and the College.
- To ensure that appropriate objectives and policies are adopted, that the necessary financial and human resources are in place and that their performance is effectively monitored.
- To be fully conversant with the business of the RACMA and with its legal and statutory obligations.
- To provide any requested input and advice to the Members to assist the nomination, selection and recruitment process for Board Members and ensure the Board is properly constituted.
- To support the President in monitoring and reviewing Board and organisational performance.
- To participate in effective induction of new Board members.
- To guide and promote the on-going effectiveness and development of Board members.
- To act as spokesperson for and on behalf of the RACMA in all relevant public forums as appropriate.
- To ensure effective communication with stakeholders and supporters.
- To liaise with and report to College Members.
- To enhance and protect the reputation of the RACMA.

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 Board Directors are expected to attend six (6) Board meetings annually. One of these meetings will be held during the Annual Conference.
- All Board Directors will be required to sign a Declaration of Interests and declare conflicts of interest at each meeting of the Board.