

## THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS

### POSITION DESCRIPTION

<b>Position Title:</b>	President
<b>Date Reviewed:</b>	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 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 will ensure the RACMA Board of Directors achieves its full potential to build a sustainable business, improve the education and training of medical practitioners occupying roles and positions in health services leadership and management services, promote the specialty of Medical Administration and advocate for the College and its Members.

The President will act within delegated authority from the Board for all aspects of the governance of the College which includes developing and leading appropriate business strategies for the Board and achieving timely and effective implementation.

### 3. APPOINTMENT AND TERM

In accordance with the RACMA Constitution, the person who is President-Elect shall be appointed to be the President for a term commencing at the end of the Annual General Meeting following expiry of the term of the current President (**President Commencement Date**) and expiring at the end of the second Annual General Meeting following the President Commencement Date (**Presidential Term**).

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

### 4. KEY RESPONSIBILITIES

The key responsibilities of the role include:

- To chair and lead all meetings of the Board, having agreed in advance the agenda in liaison with the Chief Executive. To ensure that the Members are properly briefed on the issues arising at Board meetings.
- To ensure that corporate governance is conducted in accordance with current best practice principles and in the interests of stakeholders and that it complies with all relevant legislation.
- To lead corporate strategic direction. To ensure that Board approved strategies are successfully implemented by Management and that risks are effectively assessed and managed.
- 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 Members and ensure the Board is properly constituted.
- To provide direction, support and mentoring to the CEO to ensure that the Board properly addresses its corporate responsibilities, objectives and priorities.
- As representative of the Board, appointing and where appropriate removing the CEO.
- To monitor the performance of the CEO undertaking performance and remuneration reviews as authorised by the Board.
- To monitor and review Board and organisational performance.
- To ensure the 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 the 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.