

Special Interest Group Terms of Reference

1. Purpose

These Terms of Reference define the objectives, responsibilities and composition of the Special Interest Groups (**SIGs**) of RACMA (**the College**).

The purpose of the SIGs is to bring together individuals with shared expertise, interests or goals in a particular field or discipline to collaborate, exchange knowledge, and advance developments in Medical Administration, Leadership and Management. SIGs will foster professional growth, encourage networking, and drive professional initiatives that align with the mission and strategic priorities of RACMA.

2. Objectives

The objectives of the SIGs are to:

- a) Foster collaboration on research, projects or professional activities within the area of interest;
- b) Facilitate networking among Members and the exchange of practical experience, knowledge, best practices and emerging trends;
- c) Promote continuing professional development and learning through workshops, events and resources; and
- d) Provide a platform for members to discuss challenges, innovations and future directions.

3. Responsibilities

Special Interest Group Responsibilities

In consultation with the College office, the SIG will:

- a) Share knowledge through organised discussions case studies, workshops and events.
- b) Advance information/ideas/solutions on current issues, research and new developments impacting medical leadership in the area of interest
- c) Provide expert advice to the College Office and College Board on current and emerging issues related to the SIG's interest area impacting Medical Administration, Leadership and Management.
- d) Develop and maintain relevant resources for Members.
- e) Develop professional development opportunities for Members, in collaboration with the Continuing Professional Development Program Committee (CPDPC).

The Lead of the SIG is responsible for the successful operation and governance of the group. In particular, they are responsible for:

- a) developing an annual workplan for the SIG and providing updates on outcomes and performance annually to the Board.

- b) convening and chairing meetings of the SIGs.
- c) keeping accurate and complete records of their SIG activities, including minutes of meetings, details and participation in events, notes on engagement with stakeholders etc.
- d) overseeing the delivery of events organised by the SIG.
- e) facilitating engagement of and communication among SIG members via forums or online platforms.
- f) preparing updates for and attending an agreed number of meetings as a guest of the Jurisdictional Committees, Policy and Advocacy Committee/Sub Committees (PAC/PASCs), CPDPC and education committees as relevant.

College Office Responsibilities

- a) Provide administration support for agreed in-person events and ad hoc activities where required.
- b) Provide communications support for agreed activities.
- c) Approve expenditure needed for agreed professional development/networking activities and initiatives.

4. Scope

The scope of the SIG is:

- a) Issues, topics, and challenges within the defined area of interest through a Medical Administration, Leadership and Management lens.
- b) Collaboration with external experts or stakeholders as needed.
- c) Alignment with the College's strategic goals and policies.
- d) Activities, events, projects and outputs as agreed with the College that benefit the SIG Members and the College.
- e) Recommending, and supporting the development of policies and guidelines applicable to the objectives of the SIG, ensuring alignment with the College governance, education and policy and advocacy, and other relevant College processes. These should be documented in the annual workplan.
- f) Supporting the development and facilitation of agreed RACMA professional development and education activities and events.

The scope of the SIG's activities will not include:

- a) Making representations, submissions or undertakings that purport to be on behalf of the College, or taking any action that purports to bind the College to perform any obligation, without the prior written authorisation of the Board or the Chief Executive.

- b) Entering into contracts or agreements, or otherwise incurring expenses or liabilities, on behalf of the College or the jurisdiction without prior written authorisation by the Chief Executive.
- c) Receiving any fees or remuneration for SIG members related to their membership of the SIG or participation in SIG activities.

5. Membership and Composition

Membership is open to all RACMA Members. There is no minimum or maximum number of members in any SIG. The membership should reflect diversity, representing various member categories, work roles and experience relevant to the area of interest.

Each SIG will have up to two SIG Leads, who must be either a RACMA Fellow or Associate Fellow, and who will act as the coordinator(s) for events and initiatives, communications and the representative to any College committee.

The membership fee for all SIGs is \$90 AUD for FRACMA, AFRACMA and Affiliate Members and \$45 AUD for Candidates (on top of the RACMA membership subscription fee for the Member’s relevant membership category). The fee is in place to assist with administrative support of the SIGs. The membership fee of the SIG for the Lead(s) is waived as a recognition of the work and commitment required.

6. Meetings

SIGs will meet online bi-monthly to discuss ongoing projects, share knowledge, and plan future activities. Additional meetings or events may be convened as necessary to address issues or opportunities.

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