

# Professional Standards Group member Role Expectation

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## 1. Introduction

The Professional Standards Group comprises people who may be called to be on a panel making decisions or recommendations on professional standards matters.

## 2. Tenure and Method of Appointment

Members of the Professional Standards Group are appointed for a term of 3 years, renewable twice on application, but will only be active as and when requested by the Chair of the Professional Standards Group, the Chief Executive or the President of the College.

Members of the Professional Standards Group are carefully selected for their integrity, skills and experience as well as professional standing.

The selection process may involve interviews, reference checks, national police check and working with children checks.

## 3. Eligibility

The Professional Standards Group consists of a mix of RACMA and non-RACMA members.

RACMA members must be in good standing with the College.

The College embraces diversity and will seek representation across all membership classes and jurisdictions.

The Professional Standards Group will include people with relevant skills and experience, including:

- a) Legal knowledge: procedural fairness, natural justice, principles
- b) Analytical skills: assess evidence, interpret rules and regulations, make fair decisions based on facts and regulations
- c) Communication skills: Strong written and verbal communication skills to articulate decisions and provide clear reasoning
- d) Interpersonal skills: ability to interact effectively with parties involved and other PSG members
- e) Impartiality and objectivity: Demonstrate neutrality and fairness in decision making, identifying conflicts of interest early
- f) Problem-solving skills: capacity to resolve disputes and navigate complex issues
- g) Professional background: experience in health, law, human resources, or related fields.
- h) Regulatory experience: desired previous involvement with professional standards related work, panel or tribunal processes

- i) Training in mediation or conflict resolution: Experience or certification in mediation or dispute resolution, participation in continuing professional development related to conflict resolution
- j) Public service or community engagement: Involvement in community or organisations or public service roles demonstrating a commitment to serving public interest is valued.

#### 4. Role responsibilities

When convened to form a panel, members including the Chair of the panel (as appointed by the Chair of the Professional Standards Group), are responsible for:

- a) participating in all meetings of the panel
- b) considering all relevant information
- c) making decisions or recommendations, as delegated through relevant policies and procedures

The Chair of the panel is responsible for the successful operation and corporate governance of the panel. In particular, they:

- a) convene and chair meetings of the panel
- b) chair any hearing
- c) make enquiries or seek legal or other professional advice
- d) refer a matter to the Board for consideration (if the panel believes the matter has implications on a person's RACMA membership)
- e) request that the Chair of the Professional Standards Group refer the matter to an appropriate external authority
- f) report the findings, decisions and reasons to the Board and the Chair of the Professional Standards Group
- g) provide information, including appear before, an Appeals Committee where relevant

#### 5. Conduct

Members of the Professional Standards Group are expected to:

- a) uphold the highest professional standards and act at all times ethically, responsibly and in the best interests of RACMA
- b) maintain confidentiality
- c) adhere to the RACMA Code of Conduct – Officers & Members.
- d) remain in good standing with the College (for RACMA members).
- e) obtain and maintain an understanding of RACMA's professional standards: familiarity with the relevant professional standards policies and procedures, and any other relevant rules and regulations of RACMA.

- f) commit to ongoing training and professional development in relevant areas, including attend training provided by RACMA.
- g) let the Chair of the Professional Standards Group know should anything impact or be seen to impact their professional standing.

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