



# Adolescent & Young Adult Medicine Committee

## Terms of Reference

<b>Area of College</b>	Member Engagement & Support
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<b>Approved by</b>	Paediatrics & Child Health Division Council
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<b>References/Legislation</b>	<i>Corporations Act 2001 (Cth)</i>
<b>Associated RACP Documents</b>	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
<b>Applicability</b>	Australia and Aotearoa New Zealand

*Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.*

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## 1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the [Governance of College Bodies By-law](#). Both the Governance of College Bodies By-law and these Terms of Reference govern the College Body.

### 1.1. Established

The Adolescent & Young Adult Medicine Committee is established under the authority of the Paediatrics & Child Health Division (PCHD) Council to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

## 2. PURPOSE

The purpose of Adolescent & Young Adult Medicine Committee is to act as the authoritative source within the College with regard to adolescent and young adult medicine.

The activities of the Committee must be consistent with the College's Strategic Plan document or any successor document.

## 3. FUNCTIONS

The functions of the Adolescent & Young Adult Medicine Committee are to:

- a) Promote Adolescent & Young Adult Medicine (AYAM) as a distinct specialty within College initiatives;
- b) Prepare for the approval of the PCHD and AMD Councils a proposed list of AYAM health projects through an activity plan;
- c) Develop, coordinate, implement, and monitor the AYAM health projects approved by the PCHD and AMD Councils; and
- d) Act as the authoritative source of direction and advice within the College with regard to AYAM.

## 4. COLLEGE BODY PROHIBITIONS

The College Body must not:

- Enter into any agreement binding upon it or on the College; or
- Represent or imply in any way that the College Body is a body independent of the College.

## 5. MEMBER COMPOSITION

The Membership of the College Body shall comprise up to 14 members, comprising:

### 5.1. Ex-officio Members

- One Chapter of Community Child Health Committee representative.

## 5.2. Appointed Members

Up to 13 appointed members comprising:

- Chair of the Committee, a Fellow of the PCHD or the AMD (to sit on their respective Division Council);
- One Fellow of the alternate Division to the Chair (to sit on their respective Division Council);
- One Fellow of the AMD, based in Australia;
- One Fellow of the PCHD, based in Australia;
- One General Paediatrician Fellow
- One Fellow of the AMD or PCHD, based in Aotearoa New Zealand;
- One Fellow of the Australasian Chapter of Sexual Health Medicine;
- One Fellow of the Australasian Chapter of Addiction Medicine;
- One Fellow of the Australasian Chapter of Palliative Medicine;
- One PCHD Policy & Advocacy Committee representative, a Fellow of the PCHD;
- One Adolescent & Young Adult Medicine Advanced Training Committee representative, a Fellow of the AMD or PCHD;
- One Advanced Trainee of the AMD; and
- One Advanced Trainee of the PCHD.

## 6. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

### 6.1. Number of Meetings

The College Body shall hold a minimum of two meetings per calendar year and shall meet by teleconference, face-to-face, or videoconference.

### 6.2. Chair

The Chair or their appointee will Chair all meetings.

### 6.3. Quorum

A quorum is one half of the total College Body membership.

### 6.4. Voting

Decisions will be made by consensus of the majority of members.

### 6.5. Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

## 7. REPORTING

The Adolescent & Young Adult Medicine Committee must report and make recommendations to the PCHD Council as required.

The Adolescent & Young Adult Medicine Committee is required to provide to the PCHD Council each year:

- a new or updated work plan (work plans may be one or two years)
- a report against the preceding years' work plan.

## 8. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
Working Group	The Diversity Lead Representative Working Group
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.
College Body	Has the same meaning as in the College Constitution
Conflict of Interest	Has the same meaning as the Governance of College Bodies By-law
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Member of a College Body	Has the same meaning as the Governance of College Bodies By-law
Member of the College	Has the same meaning as the Governance of College Bodies By-law
Parent Body	Has the same meaning as the Governance of College Bodies By-law

## 9. HISTORY

Commencement		
These Terms of Reference were approved by the Paediatrics & Child Health Division Council and commenced on 5 June, 2013.		
Revision	Effective Date	Summary of Changes
1.0	28 June 2013	
2.0	27 March 2014	Allows that the Chair be nominated from within the Committee for a second and third term.
3.0	9 March 2015	Allows one Adolescent & Young Adult Medicine Advanced Training Committee representative
4.0	March 2020	Introduction and purpose changed as AYAMC no longer working towards specialty recognition Composition changed to reflect current practice: 2.2.1 Chair – can be AMD or PCHD member. 2.2.2 – AMD Fellow to represent AYAM on the AMD Council 2.2.5 and 2.2.6 - AChSHM and AChAM representatives to be Fellows – these are not representative roles 2.2.8 General Paediatric Representative – Fellow position not representative

## Adolescent & Young Adult Medicine Committee

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		Addition of "At least two members of the Committee shall be recognised by the College as specialists in Adolescent and Young Adult Medicine. "
5.0	11 December 2020 (Board)	Update to members' term from a two-year term to a three-year term in line with changes to the Governance of College Bodies By-law.
6.0	25 August 2021 (AMD) 24 November 2021 (PCHD)	Addition of an AChPM Fellow at 2.2.7.
7.0	7 April 2026	Content moved to Governance-issued Terms of Reference template. Wording of Chair appointment amended for clarity. Wording relating to Australian and Aotearoa New Zealand members amended for clarity. Addition of standalone Aotearoa New Zealand Fellow added for clarity.