

Australasian Faculty of Public Health Medicine (AFPHM) Regional Committee

Terms of Reference

Area of College	Member Engagement & Support
Document Writer	Executive Officer, AFPHM
Document Owner	Manager, Peak Bodies & Manager, Faculties
Approved by	AFPHM Council
Effective Date	24/08/2022
Next Review Date	23/08/2025
References/Legislation	<i>Corporations Act 2001 (Cth)</i>
Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
Applicability	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.

TABLE OF CONTENTS

1. INTRODUCTION	3
1.1. Established.....	3
2. PURPOSE	3
3. FUNCTIONS	3
4. MEMBER COMPOSITION	3
4.1. Appointed Members	3
4.2. Co-opted members.....	3
5. MEETING	4
5.1. Number of Meetings	4
5.2. Chair	4
5.3. Quorum	4
5.4. Voting.....	4
5.5. Secretariat.....	4
6. REPORTING	4
7. DEFINITIONS	4
8. HISTORY	5

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 Australasian Faculty of Public Health Medicine (AFPHM) Regional Committee is established under the authority of the AFPHM Council to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

2. PURPOSE

The purpose of Australasian Faculty of Public Health Medicine (AFPHM) Regional Committee is to advise the AFPHM Council of matters relevant to the Faculty in their region.

3. FUNCTIONS

The functions of the Australasian Faculty of Public Health Medicine (AFPHM) Regional Committee are:

- a) promote AFPHM in their region;
- b) respond to new and emerging AFPHM issues relevant to the Faculty as they arise provided the issue is approved by the Faculty President or Faculty Council prior to work commencing; and
- c) work with other relevant appropriate College Bodies and staff in relation to:
 - i. training and continual professional development; and
 - ii. contributing to policy and advocacy matters.

4. MEMBER COMPOSITION

The Membership of the College Body shall comprise up to 13 members, comprising:

4.1. Appointed Members

- Chair
- Regional Education Coordinator
- up to nine Fellows
- up to two trainees, one of whom represents their region on the AFPHM Trainee Committee

4.2. Co-opted members

Co-opted members may be appointed for a particular purpose or term.

5. MEETING

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

5.1. Number of Meetings

The College Body may hold four meetings per calendar year and shall meet face to face (maximum once per year) or by videoconference.

5.2. Chair

The Chair or their appointee will Chair all meetings.

5.3. Quorum

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

5.4. Voting

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

5.5. Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting by committee members as agreed.

6. REPORTING

The AFPHM Regional Committee must report and make recommendations to the AFPHM Council as required.

The AFPHM Regional Committee is required to provide to the AFPHM Council each year:

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

7. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
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

8. HISTORY

Commencement		
These terms of reference were approved by the AFPHM Council and commenced on 21 April 2016.		
Revision	Effective Date	Summary of Changes
1.0	24 August 2022	Transferred to the new template aligning the Governance of College Bodies By-law with the current terms of reference to be the guiding governance documents for this College Body.