

Australasian Faculty of Rehabilitation Medicine (AFRM) Policy & Advocacy Committee

Terms of Reference

Area of College	Member Engagement & Support
Document Writer	Executive Officer, AFRM
Document Owner	Manager, Peak Bodies & Manager, Facilities
Approved by	AFRM Executive Committee
Effective Date	29/05/2023
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References/Legislation	<i>Corporations Act 2001</i> (Cth)
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.

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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 Australasian Faculty of Rehabilitation Medicine (AFRM) Policy & Advocacy Committee is established under the authority of the AFRM 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 Rehabilitation Medicine (AFRM) Policy & Advocacy Committee is to advocate across the Faculty, College, health professions, government, business, and the broader community involving policies and practices that optimise the health and wellbeing of the population.

3. FUNCTIONS

The functions of the Australasian Faculty of Rehabilitation Medicine (AFRM) Policy & Advocacy Committee are to:

- a) promote the principles of rehabilitation medicine;
- b) act as the authoritative source of direction and advice within the College in regards to rehabilitation medicine policy and advocacy;
- c) implement and monitor the policy and advocacy projects approved by the AFRM Council;
- d) respond to new and emerging policy and advocacy issues relevant to the AFRM as they arise in consultation with the AFRM President, AFRM Council, and College Policy and Advocacy Council prior to work commencing;
- e) contribute to the policy and advocacy issues in rehabilitation medicine to the College Policy and Advocacy Council;
- f) support the scheduled review of policy position papers; and
- g) support regional branches of the Faculty and Aotearoa New Zealand in providing local advocacy for rehabilitation medicine in their local health system.

4. MEMBER COMPOSITION

The AFRM Policy & Advocacy Committee Chair is usually the AFRM President-elect, or otherwise nominated from within the AFRM Policy & Advocacy Committee membership. The AFRM Policy & Advocacy Committee Chair shall be a representative on the AFRM Council.

The Membership of the College Body shall comprise up to 11 members, comprising:

4.1. Ex-officio Members

- AFRM President-elect
- one trainee appointed by the AFRM Trainee Committee
- one representative from each AFRM Regional Committee
- one representative from the Aotearoa New Zealand AFRM Committee

4.2. Appointed Members

Up to 3 appointed members comprising:

- one Fellow of the AFRM who is a rehabilitation medicine paediatrician
- one Fellow of the AFRM who is based in a rural or remote area of Australia
- one AFRM Fellow

4.3. 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.

6. REPORTING

The AFRM Policy & Advocacy Committee must report and make recommendations to the AFRM Council as required.

The AFRM Policy & Advocacy Committee is required to provide to the AFRM 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.

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 AFRM Council and commenced on 13 January 2014.		
Revision	Effective Date	Summary of Changes
1.0	29 May 2023	Transferred to the new template aligning the Governance of the College Bodies By-law with the current terms of reference to be the guiding governance documents for this College Body.