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# **Australasian Faculty of Rehabilitation Medicine (AFRM) Research Committee**

## **Terms of Reference**

**TERMS OF REFERENCE PURSUANT TO THE CONSITUTION OF  
THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT  
AND OPERATION OF A COLLEGE BODY**

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## **1. INTRODUCTION**

The Australasian Faculty of Rehabilitation Medicine (AFRM) has established the Australasian Faculty of Rehabilitation Medicine Research Committee (the “College Body”). The Governance of College Bodies By-law sets out the general provisions for governance of College Bodies. Both the Governance of College Bodies By-law and these terms of reference govern the College Body.

## **2. PURPOSE**

The purpose of this College Body is to act as the authoritative source of direction and advice for rehabilitation medicine research.

## **3. FUNCTIONS**

The functions of the College Body include to:

- a) prepare a proposed list of research-related activities on an annual basis;
- b) develop, coordinate, implement, and monitor research-related activity approved by the Australasian Faculty of Rehabilitation Medicine Council; and
- c) contribute to research matters in rehabilitation medicine to the College Research Committee.

## **4. COLLEGE BODY PROHIBITIONS**

The College Body must not:

- a) enter into any agreement binding upon it or on the College; or
- b) 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 ten members, comprising:

### **5.1. Ex-officio Members**

Up to five ex-officio members comprising:

- a) Academic representative, AFRM Council (to Chair);
- b) AFRM Education Committee delegate;
- c) AFRM representative, RACP Grants Advisory Committee;
- d) Paediatric representative;
- e) A representative of the Rehabilitation Medicine Society of Australia and New Zealand (RMSANZ). The holder of this position must be:
  - i. a Fellow of the AFRM; and
  - ii. the President, President-elect, or Vice President of the RMSANZ, or any other officeholder of the RMSANZ approved by the AFRM Council.

### **5.2. Appointed Members**

Up to five appointed members comprising:

- a) Four Fellows of the AFRM, at least one of whom must be resident in Aotearoa New Zealand; and
- b) One trainee member of the AFRM.

### **5.3. Co-opted members**

Co-opted members may be appointed for a particular purpose or term. Co-opting is guided by the Governance of College Bodies By-law.

## **6. MEETINGS**

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 four meetings per calendar year and shall meet by teleconference, face to face or videoconference. One meeting per year shall be held face to face.

### **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. Minutes**

The proceeding of all meetings of the College Body shall be recorded in the minutes.

### **6.6. Secretariat**

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

## **7. REPORTING**

- a) The College Body must report and make recommendations to the AFRM Council as required.
- b) The College Body is required to provide to the AFRM Council each year:
  - i. a new or updated work plan (work plans may be one or two years)
  - ii. a report against the preceding years' work plan.

## **8. REVIEW OF TERMS OF REFERENCE**

These terms of reference will be reviewed each three years.

## DEFINITIONS

<b>Term</b>	<b>Means</b>
Board	The Board of Directors of the College.
College	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
College Body	Has the same meaning as in the College Constitution
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Fellow	Has the same meaning as in the College Constitution
Member	Has the same meaning as in the College Constitution
Parent Body	Has the same meaning as the Governance of College Bodies By-law
Trainee	Has the same meaning as in the College Constitution

## HISTORY

<b>Commencement</b>		
These terms of reference were approved by the Australasian Faculty of Rehabilitation Medicine and commenced on 25 January 2022.		
<b>Subsequent Amendments</b>		
<b>Item</b>	<b>Amendment</b>	<b>Date Approved</b>
1	A Pediatric representative to the Ex-officio Members section (5.1).	23 February 2022
2	To amend the terms of reference, 5.1(b) to, <i>AFRM Education Committee delegate</i> .	23 February 2022
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