

Australasian Faculty of Rehabilitation Medicine (AFRM) Research Committee

Terms of Reference

Area of College	Member Engagement and Support
Document Writer	Executive Officer, AFRM
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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.

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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) Research Committee is established under the authority of the Australasian Faculty of Rehabilitation Medicine 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) Research Committee is to be the authoritative source of direction and advice for rehabilitation medicine research.

3. FUNCTIONS

The functions of the Australasian Faculty of Rehabilitation Medicine (AFRM) Research Committee are:

- 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. COMMITTEE 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 10 members, comprising:

5.1. Ex-officio Members

- Academic representative, AFRM Council (to Chair);
- AFRM Training Program Committee delegate;
- AFRM representative, College Research Grants Committee;
- Paediatric representative;

- a representative of the Rehabilitation Medicine Society of Australia and New Zealand (RMSANZ). The holder of this position must be:
 - a Fellow of the AFRM; and
 - 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:

- four Fellows of the AFRM, at least one of whom must be resident in Aotearoa New Zealand; and
- one trainee member of the AFRM.

5.3. Co-opted members

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

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 may hold four meetings per calendar year and shall meet face to face (maximum once per year) or by 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 College Body must report and make recommendations to the Australasian Faculty of Rehabilitation Medicine Council as required.

The College Body is required to provide to the Parent Body 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 Australasian Faculty of Rehabilitation Medicine Council and commenced on 25 January 2022.		
Revision	Effective Date	Summary of Changes
1.0	23 February 2022	A Paediatric representative to the Ex-officio Members section (5.1). To amend 5.1(b) to, AFRM Education Committee delegate.
2.0	24 March 2026	Update section 5.1 to remove Faculty Education Committee (FEC) representative and replace with Faculty Training Program Committee (FTPC) representative.