

# Australasian Faculty of Rehabilitation Medicine (AFRM) Trainee Committee

## Terms of Reference

<b>Area of College</b>	Member Engagement & Support
<b>Document Writer</b>	Executive Officer, AFRM
<b>Document Owner</b>	Manager, Peak Bodies & Manager, Faculties
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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.*

## TABLE OF CONTENTS

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

## 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) Trainee 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) Trainee Committee is to be the AFRM peak body representing the interest of AFRM trainees at the College.

## 3. FUNCTIONS

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

- a) liaise with state, territory and Aotearoa New Zealand trainees;
- b) form the principal conduit for the flow of information and communication between trainees and the Faculty;
- c) create a forum for the views of trainees and to advocate on behalf of trainees in matters of selection, training, assessment, supervision, and the overall educational experience;
- d) make recommendations regarding policy related to training matters to relevant College Bodies; and
- e) recommend to the AFRM Council initiatives to support trainees and enhance their training experience.

## 4. MEMBER COMPOSITION

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

### 4.1. Ex-officio Members

- one trainee representative from each AFRM Regional Committee
- one trainee representative from the Aotearoa New Zealand AFRM Committee
- one representative appointed by the AFRM Paediatric Training and Assessment Committee (FPTAC)
- one representative appointed by the College Trainees' Committee (CTC)

#### **4.2. Appointed Members**

- Chair, who shall be a representative on the AFPHM Council
- one Fellow who has attained Fellowship in the past 12 months. This position may also, but not necessarily, be the immediate past Chair.
- one trainee, who also sits on the AFRM Training Committee
- one trainee, who also sits on the AFRM Education Committee
- one trainee, who also sits on the AFRM Policy and Advocacy Committee

#### **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 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 College Body must report and make recommendations to the [Parent Body] 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); and
- a report against the preceding years' work plan.

## 7. DEFINITIONS

<b>Term</b>	<b>Means</b>
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

<b>Commencement</b>		
These Terms of Reference were approved by the AFRM Council and commenced on 23 November 2016.		
<b>Revision</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
1.0	2 September 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.