

Australasian Faculty of Rehabilitation Medicine (AFRM) Trainee Committee

Terms of Reference

Area of College	Member Engagement & Support
Document Writer	Executive Officer, AFRM
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Approved by	AFRM Council
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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) 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 12 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 trainee representative appointed by the Faculty Training Program Committee (FTPC)
- one trainee representative appointed by the AFRM Paediatric Training and Assessment Committee (FPTAC)

- one trainee representative appointed by the College Trainees' Committee (CTC)

4.2. Appointed Members

- Chair, who also sits on AFRM 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 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

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 23 November 2016.		
Revision	Effective Date	Summary of Changes
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.
2.0	24 March 2026	Update section 4.2 to reflect cessation of Faculty Education Committee and Faculty Training Committee, and addition of Faculty Training Program Committee (FTPC) representative. Update of member composition number.