



The Royal Australasian
College of Physicians

Terms of Reference

Australasian Faculty of Rehabilitation Medicine

Victoria & Tasmania Faculty Regional Branch Committee

**TERMS OF REFERERNC E FOR THE ESTABLISHMENT AND MAINTENANCE OF A
COMMITTEE TO BE KNOWN AS THE VICTORIA & TASMANIA FACULTY REGIONAL
BRANCH COMMITTEE**

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1 INTRODUCTION AND PURPOSE

- 1.1 The Australasian Faculty of Rehabilitation Medicine (the Faculty) has, pursuant to its By-laws, established the Victoria & Tasmania Faculty Regional Branch Committee (the Committee).
- 1.2 The Faculty has established the Committee to:
 - 1.2.1 advise the Faculty Council on matters relevant to the Faculty in Victoria & Tasmania;
 - 1.2.2 prepare annually for the approval of the Faculty Council, a proposed list of projects;
 - 1.2.3 develop, coordinate, implement, and monitor the projects approved by the Faculty Council;
 - 1.2.4 promote Rehabilitation Medicine in Victoria & Tasmania;
 - 1.2.5 respond to new and emerging Rehabilitation Medicine issues relevant to the Faculty as they arise provided, wherever possible, the issue is approved by the Faculty President or Faculty Council prior to work commencing; and
 - 1.2.6 work with other relevant appropriate College Bodies and staff in relation to:
 - training and continual professional development; and
 - contributing to policy and advocacy matters;
- 1.3 The activities of the Committee must be consistent with the College's Strategic Directions document or any successor document.

2 VICTORIA & TASMANIA FACULTY REGIONAL BRANCH COMMITTEE

2.1 Committee Prohibitions

The Committee must not:

- 2.1.1 enter into any agreement binding upon it or on the College; or
- 2.1.2 represent or imply in any way that the Committee is a body independent of the College or the Faculty.

2.2 Membership of the Victoria & Tasmania Faculty Branch

- 2.2.1 All Faculty Fellows and Trainees who reside in Victoria & Tasmania are Members of the Victoria & Tasmania Faculty Branch Committee unless they nominate a different Branch.
- 2.2.2 Fellow and Trainees may nominate a different branch to the one in the region they reside if:
 - (a) another branch is more appropriate because the Fellow or Trainee works in the region covered by the Branch; or
 - (b) there are less than 10 Fellows and Trainees in a particular region.

2.3 Composition of the Committee

The Victoria & Tasmania Faculty Regional Branch Committee shall comprise:

- 2.3.1 the Chair of the Branch, who is elected by the Victoria & Tasmania Faculty Branch;
- 2.3.2 an elected AFRM Fellow, who will be the Branch Training Coordinator;
- 2.3.3 an elected AFRM Fellow, who will be the Honorary Secretary;
- 2.3.4 an elected AFRM Fellow, who will be the AFRM Policy & Advocacy Representative;
- 2.3.5 up to four Fellows of the Faculty elected by Fellows of the Victoria & Tasmania Branch; and (note these elected positions are separate roles than 2.3.1, 2.3.2 and 2.3.3)
- 2.3.6 a representative of the AFRM Trainee Committee nominated by that Committee.

2.4 Members may represent more than one constituency

3 ELECTION AND APPOINTMENT

- 3.1 All Faculty Members are eligible to vote in the election of Committee Members who have nominated the Victoria & Tasmania Faculty Branch as their Branch, with the exception of the trainee representative who is elected by Branch trainees only.
- 3.2 Elected Members will be appointed in accordance with the College's processes and procedures for the appointment of Members to College Bodies.
- 3.3 The trainee representative may serve only one term.
- 3.4 Should the trainee representative obtain Fellowship during their term they will remain a member of the Committee until expiration of the term.

4 BRANCH MEMBER MEETING

The whole Branch shall meet once every two years not less than forty-nine (49) days before the College Annual General Meeting.

5 REPORTING

- 5.1 The Committee is a Committee of the Faculty and must report to the Faculty Council as required by the Faculty Council.
- 5.2 The Committee may make exception reports to the Faculty Council to address emergent or risk management issues as required.
- 5.3 The Committee must provide Minutes of their meetings to the Faculty Council and the Faculty SEO.

6 DEFINITIONS

"College" means The Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.

- “Constitution” means the Constitution of the College as amended from time to time.
- “Fellow” means a Fellow of the Division
- “Trainee” means a person who is undertaking a program of Basic Training or Advanced Training approved by the College in order to gain Fellowship of a Division, Chapter or Faculty of the College.

Approved by the Council of the Faculty of Rehabilitation Medicine on 13 February 2014

Terms of Reference History as 13 February 2014		
Commencement of Terms of Reference		
This Term of Reference was approved by the Board of the College on 13 February 2014 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced