



Terms of Reference

Aotearoa New Zealand Grants Advisory Committee

Standing committee of the Aotearoa New Zealand Committee

AOTEAROA NZGAC Terms of Reference

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1. INTRODUCTION AND PURPOSE

- 1.1 The Board has delegated powers to the Aotearoa New Zealand Committee to enable it to conduct the affairs of the College in Aotearoa New Zealand.
- 1.2 The Aotearoa New Zealand Committee has established the Aotearoa New Zealand Grants Advisory Committee as a standing committee to:
 - 1.2.1 determine the direction and priorities of research in the College in Aotearoa New Zealand through strategic planning to complement and fulfil the direction and priorities set by the College Research Committee;
 - 1.2.2 consider and review the needs of the College in Aotearoa New Zealand in recommending the commissioning research to fulfill strategic objectives within New Zealand, including but not limited to research, policy and education, in accordance with the strategic objectives of the College Research Committee;
 - 1.2.3 recommend usage of the funds raised specifically for Aotearoa New Zealand, by the RACP Foundation or otherwise to support medical research (basic and clinical) and medical education, health services research and population health research in accordance with the College strategic plan;
 - 1.2.4 take into account any specific conditions and requirements of the donations and bequests when recommending funds for research awards, with such determination of funds to be in accordance with the College strategic plan and also in accordance with any procedures determined by the College Board or the College Research Committee, for the allocation of funding for research and education;
 - 1.2.5 rank applicants for the NZ scholarships, fellowships or awards on the basis of research or educational excellence, the merit of the applicant's proposed program of research or study and any other criteria determined by the Aotearoa New Zealand Grants Advisory Committee;
 - 1.2.6 determine annually the number and value of NZ awards to be offered in the next year. Unexpended income in any year will be reinvested in the capital fund; and
 - 1.2.7 work with other appropriate College bodies to support the purposes of the College Research Committee;
- 1.3 The College has a special commitment to Indigenous people. It is expected therefore that consideration will be given to the impact on the wellbeing and mana of Māori of any policy, workforce, examination assessment or professional development proposal that arises in this committee's deliberations.
- 1.4 The Aotearoa NZ Grants Advisory Committee will primarily interact with:
 - 1.4.1 the Aotearoa New Zealand Committee
 - 1.4.2 College Research Committee

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- 1.4.3 Grants Advisory Committee
- 1.4.4 Finance Committee
- 1.4.5 College staff within Aotearoa New Zealand
- 1.4.6 RACP Foundation staff

2. LIMITATIONS

2.1 The Aotearoa NZ Grants Advisory Committee is to operate in accordance with:

- 2.1.1 the Constitution;
- 2.1.2 the Governance of College Bodies By-Law as amended from time to time;
- 2.1.3 the Nomination and Election Process for the Board of the College and its College Bodies By-Law as amended from time to time
- 2.1.4 all other By-Laws of the College;
- 2.1.5 all policies and procedures of the College;
- 2.1.6 these Terms of Reference as approved by the Aotearoa New Zealand Committee;
- 2.1.7 all directions of the Aotearoa NZ Committee.

Where there is a conflict between:

- (a) the terms of the Aotearoa NZ Grants Advisory Committee and the Constitution, the Constitution will take precedence;
- (b) the terms of reference of the Grants Advisory Committee and any other By-Law of the College, the Terms of Reference of the Aotearoa NZ Grants Advisory Committee will take precedence;
- (c) the Terms of Reference of the Aotearoa NZ Grants Advisory Committee and
 - (i) a policy or procedure of the College, or
 - (ii) a direction of the Board or Board Committeethe policy or procedure or direction of the Board will take precedence.

2.2 The Aotearoa NZ Grants Advisory Committee must not:

- 2.2.1 enter into any contractual relationships, including commitment of expenditure binding upon it or the College;
- 2.2.2 represent or imply in any way that the Aotearoa NZ Grants Advisory Committee is a body independent of the College;
- 2.2.3 make public announcements on behalf of the College or the Aotearoa NZ Grants Advisory Committee without the approval of the Aotearoa NZ President or, if the NZ President is unavailable or conflicted, the NZ President Elect or the Board. Announcements must be in accordance with the College media policy.

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3. COMPOSITION

- 3.1 The Aotearoa NZ Grants Advisory Committee will comprise of up to eight members, including the following:
 - 3.1.1 One representative from the Adult Medicine Division
 - 3.1.2 One representative from Paediatric & Child Health Division
 - 3.1.3 such Fellows of the College and external persons as the NZ Grants Advisory Committee may appoint following an expression of interest and taking into account the need for a mixture of research and other skills.
- 3.2 No positions are assigned for regional representation. However, representation of the regions and the College's overall membership profile will be a consideration in determining the Committee's membership. Ideally there should be at least one representative from each of the four regions.
- 3.3 Corresponding members from other College bodies, from within the wider College and associated external bodies, may be invited to inform the Committee on aspects of its work, and may attend face-to-face meetings at the invitation of the Chair and receive committee agendas and minutes as appropriate.
- 3.4 The Aotearoa NZ President and NZ President Elect are ex officio members of the Aotearoa NZ Grants Advisory Committee.
- 3.5 Staff may not be members of the Aotearoa New Zealand Grants Advisory Committee but may attend meetings and provide advice at the invitation of the Chair.

4. APPOINTMENT OF MEMBERS AND TENURE

- 4.1 All College Fellows (or Trainees where appropriate) of each Division, Faculty and Chapter of the College resident in Aotearoa New Zealand will be eligible to be appointed to the Aotearoa NZ Grants Advisory Committee, subject to any separate By-Laws or Terms of Reference that may apply.
- 4.2 The term of Committee membership (including co-opted members and non-RACP members) will be five years. Members will be eligible for, but not entitled to, re-appointment for a further two-year term up to a maximum of seven years of continuous appointment. Re-appointment of a committee member will be at the discretion of the Committee and based on ongoing evaluation of performance.
- 4.3 Where a person holds membership of the Aotearoa NZ Grants Advisory Committee by virtue of membership of a designated body, their membership of the Aotearoa NZ Grants Advisory Committee is co-terminus with their membership of the designated body.
- 4.4 The Chair of the Aotearoa NZ Grants Advisory Committee is to be appointed from the membership of the Aotearoa NZ Grants Advisory Committee. Nominations for the position of Chair will be invited from the membership of the Committee.

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- 4.5 The Chair will be eligible, but not entitled to, re-appointment by the Aotearoa NZ Committee for a further two-year term up to a maximum of two (2) two year terms. Terms as Chair will not be included in the calculation for membership of the Committee.
- 4.6 A Deputy Chair is to be elected from within the membership of the Aotearoa NZ Grants Advisory Committee without obligation on either the appointed Deputy to express an interest in the position of Chair or the Committee to nominate a Deputy as a future Chair.
- 4.7 The Aotearoa NZ Grants Advisory Committee may apply to the Aotearoa NZ Committee to extend a period of appointment in exceptional circumstances.
- 4.8 When a vacancy occurs on the Aotearoa NZ Grants Advisory Committee, expressions of interest will be sought from Fellows of the relevant Division, Faculty or Chapter (or body of Trainees). Appointments will be decided from the expressions of interest submitted by eligible candidates by the Chair of the Aotearoa NZ Grants Advisory Committee in consultation with the NZ President and NZ President Elect. In the case of designated positions on the Committee, the appropriate body will be asked to nominate a representative.

5. MEETINGS OF THE COMMITTEE

- 5.1 The Committee will meet at least two times per year, which will be by teleconference.
- 5.2 The quorum of the Aotearoa NZ Grants Advisory Committee will be not less than one half of the appointed members (i.e. excluding corresponding members and the NZ President and NZ President Elect as ex officio members of the Committee).
- 5.3 If at any time the number of members present is less than the quorum then the Committee may only meet for discussion purposes.
- 5.4 Co-opted and ex officio committee members of the Aotearoa NZ Grants Advisory Committee (member or non-member) may vote on Committee business. Corresponding members do not have voting rights.

6. REPORTING

- 6.1 The Aotearoa NZ Grants Advisory Committee is accountable to the College Research Committee and will provide a report to the College Research Committee as required.
- 6.2 Minutes or reports of the Aotearoa NZ Grants Advisory Committee will be provided to the New Zealand Committee and to other College bodies as the Committee shall determine.

7. DEFINITIONS

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

“College Body”: means

- (a) the Council of each Division or Faculty of the College
- (b) the Committee of each Chapter formed within a Division or Faculty
- (c) each Board Committee
- (d) each Committee, Sub-Committee, working group, expert advisory group or other sub-group formed under the auspices of any of the above, whether or not limited in time or purpose.

“Constitution”: means the Constitution of the College

“Member” means an elected or appointed member of a College Body including the President and other office holders of the College

Terms of Reference History as from [Date]		
Commencement of terms of reference		
These terms of reference were approved by the Aotearoa New Zealand Committee on 15 November 2019 and commenced on that date		
Subsequent amendments to the terms of reference		
<i>Item</i>	<i>Amendment</i>	<i>Commenced</i>
1	Amend Clause x.x as follows:	[Date]
2		
3		