

# Gender Equity and Diversity Advisory Committee

## Terms of Reference

<b>Area of College</b>	Member Engagement and Support
<b>Document Writer</b>	Jiri Vrba
<b>Document Owner</b>	Lisa Penlington
<b>Approved by</b>	Fellowship Committee
<b>Effective Date</b>	6/01/2025
<b>Next Review Date</b>	6/01/2028
<b>References/Legislation</b>	<i>Corporations Act 2001</i> (Cth)
<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
1.2 Term .....	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 .....	4
4.2 Appointed Members .....	4
4.3 Chair .....	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.....	5
5.5 Minutes.....	5
5.6 Secretariat.....	5
<b>6. REPORTING .....</b>	<b>5</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 Gender Equity and Diversity Advisory Committee is established under the authority of the Fellowship Committee to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

### 1.2 Term

The term of this Gender Equity and Diversity Advisory Committee is for three years.

## 2. PURPOSE

The purpose of Gender Equity and Diversity Advisory Committee is to provide advice, and review and make recommendations regarding:

- the implementation of the Gender Equity in Medicine Action Plan 2023-2026 and
- the implementation of the Membership Diversity and Inclusion Action Plan 2023-2026.

## 3. FUNCTIONS

The functions of the Gender Equity and Diversity Advisory Committee include:

- a) advise the College on work and activities in the areas of gender equity in medicine, and member diversity and inclusion;
- b) review and make recommendations regarding the implementation of the College's Gender Equity in Medicine Action Plan 2023 – 2026 and report on its progress;
- c) review and make recommendations regarding the implementation of the College's Membership Diversity and Inclusion Action Plan 2023 – 2026 and report on its progress;
- d) liaising, collaborating and engaging with relevant College bodies, teams and members to progress the College's gender equity in medicine activities and member diversity and inclusion activities;
- e) supporting and engaging with the Advancing Women in Healthcare Leadership (AWHL) research program and other partnerships relating to gender equity, diversity, and inclusion as they arise; and
- f) to investigate and recognise College members' intersectionality and promote the benefits of diverse representation on all College Bodies.

## 4. MEMBER COMPOSITION

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

## 4.1 Ex-officio Members

- The Chief Investigator, Advancing Women in Healthcare Leadership program or their nominee.

## 4.2 Appointed Members

Up to eleven appointed members comprising:

- A Fellow nominated by the Fellowship Committee;
- Up to two trainees nominated by the College Trainees' Committee;
- A Fellow nominated by the College Education Committee;
- A Fellow nominated by the Aotearoa New Zealand Committee;
- A Fellow nominated by the College Policy and Advocacy Committee;
- A Fellow who has completed specialist training in another country (OTP);
- Up to two RACP members with relevant skill and experience in gender equity initiatives; and
- Up to two RACP members with relevant skill and experience in diversity and inclusion initiatives.

The Committee's aim shall be to have inclusive representation of diverse, intersectional voices with respect to age, culturally and linguistically diverse people, ethnicities, genders, geographical location, indigenous status, religions, sexual orientation, neurodivergent people, people with disability and people with experience of different entry pathways to physician training.

## 4.3 Chair

On recommendation of the Committee, the Fellowship Committee will appoint a member of the Committee to act as the Chair.

## 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 shall hold a minimum of three meetings per calendar year and shall meet by teleconference, face to face or videoconference.

### 5.2 Chair

The Chair or their 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 Minutes

The proceeding of all meetings of the Committee shall be recorded in the minutes.

## 5.6 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 Fellowship Committee as required.

The College Body is required to provide to the Parent Body each year:

- a) a new or updated Work Plan (Work Plans may be one or two years)
- b) a report against the preceding years' Work Plan.

## 7. 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

## 8. HISTORY

Commencement		
These Terms of Reference were approved by the Fellowship Committee and commenced on 19 April 2022		
Revision	Effective Date	Summary of Changes
1.0		Initial approval/New Document
2.0	19 July 2024	<i>Amalgamating the work of Gender Equity in Medicine Committee and Membership Diversity Advisory Group, redefining purpose, function</i>

## Gender Equity and Diversity Advisory Committee

---

		<i>and membership; New name Gender Equity, Diversity, and Inclusion in Medicine Advisory Committee replacing the Gender Equity in Medicine; Updating TOR template</i>
2.1	6 January 2025	<i>Change of the name from Gender Equity, Diversity, and Inclusion in Medicine Advisory Committee to Gender Equity and Diversity Advisory Committee.</i>