

Member Health and Wellbeing Committee

Terms of Reference

Area of College	Member Engagement and Support
Document Writer	Member Health and Wellbeing Manager
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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 Member Health and Wellbeing Committee is established under the authority of the College Council 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 Member Health and Wellbeing Committee is three years, with the possibility of extension for an additional three years.

2. PURPOSE

The purpose of the Member Health and Wellbeing Committee is to increase awareness of wellbeing issues in physicians and trainees and oversee the ongoing management and implementation of the Member Health and Wellbeing Strategy and associated activities.

3. FUNCTIONS

The functions of the Member Health and Wellbeing Committee are:

- a) to represent the view of physicians and trainees on health and wellbeing
- b) to promote the personal and psychological health and wellbeing of physicians and trainees
- c) to advocate on behalf of physicians and trainees in matters relating to health and wellbeing
- d) to provide expert advice on matters relating to member health and wellbeing
- e) to increase awareness of wellbeing issues in physicians and trainees
- f) to oversee the ongoing management and implementation of the Physician Health and Wellbeing Strategy and associated activities
- g) to provide guidance on the evaluation of the Physician Health and Wellbeing Strategy
- h) to work with College health and wellbeing staff to revise the Physician Health and Wellbeing Strategy when required.

4. MEMBER COMPOSITION

The Membership of the Member Health and Wellbeing Committee shall include up to 10 members, comprising:

4.1 Appointed Members

Up to nine appointed members comprising:

- a representative from the Adult Medicine Division
- a representative from the Paediatrics and Child Health Division

- a representative from each of the Faculties
- a representative from a Chapter of the College
- up to three trainee representatives.

4.2 Community Members

- One member of the College's Consumer Advisory Group.

4.3 Co-opted Members

- Co-opted members may be appointed for a particular purpose or term.

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.

5. COMMITTEE CHAIR AND DEPUTY CHAIR

- On the recommendation of the Member Health and Wellbeing Committee, the College Council will appoint one of the members of the Member Health and Wellbeing Committee to act as the Chair.
- The Member Health and Wellbeing Committee may recommend to the College Council one of the members of the Member Health and Wellbeing Committee to act as Deputy Chair.
- The Chair and Deputy Chair of the Member Health and Wellbeing Committee must be Members of the College.

6. MEETING

This section is to be read in conjunction with the [Governance of College Bodies By-law](#).

6.1 Number of Meetings

The College Body shall hold a minimum of four meetings per calendar year and shall meet by teleconference, face to face or videoconference.

6.2 Chair

The Chair or their appointee will chair all meetings.

6.3 Quorum

A quorum is one half of the total College Body membership.

6.4 Voting

Decisions will be made by consensus of the majority of members.

6.5 Minutes

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

6.6 Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

7. REPORTING

The Member Health and Wellbeing Committee must report and make recommendations to the College Council as required.

The Member Health and Wellbeing Committee is required to provide to the College Council 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.

8. 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 in the Governance of College Bodies By-law.
Ex-officio	Has the same meaning as in the Governance of College Bodies By-law.
Fellow	Has the same meaning as in the College Constitution.
Member of a College Body	Has the same meaning as in the Governance of College Bodies By-law.
Member of the College	Has the same meaning as in the Governance of College Bodies By-law.
Parent Body	Has the same meaning as in the Governance of College Bodies By-law.
Trainee	Has the same meaning as in the College Constitution.

9. HISTORY

Commencement		
These Terms of Reference were approved by the Board and commenced on 16 April 2021.		
Revision	Effective Date	Summary of Changes
1.0	16 April 2021	Initial approval/New Document
2.0	20 August 2021	Number of members increased, and Chair selected from the Committee.
3.0	19 July 2024	Removal of ex-officio position and extension of the MHWC's term until April 2027.
4.0	30 May 2025	Moved to Governance issued terms of reference template. Amended reporting line from RACP Board to College Council. Addition of diversity statement.