

Pacific Peoples Member Advisory Group

Terms of Reference

Area of College	[Area of College]
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References/Legislation	<i>Corporations Act 2001 (Cth)</i>
Associated RACP Documents	RACP Constitution 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 Pacific Peoples Member Advisory Group (the Advisory Group).

1.1. Established

The Pacific Peoples Member Advisory Group is established under the authority of the Board of the Royal Australasian College of Physicians to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

2. PURPOSE

The purpose of the Advisory Group is to represent the diverse views of Pacific communities in the work of the RACP and perform the functions set out in these terms of reference and all matters ancillary to those functions. Integrate and advocate Pacific perspectives into College policies and initiatives

3. FUNCTIONS

The functions of the Pacific Peoples Member Advisory Group are:

- a) Acknowledge and promote health values and principles of Pacific peoples
- b) Represent the Pacific voice on College matters, giving consideration to the health and well-being priorities of Pacific peoples in the development and review of College policies and procedures, including cultural safety.
- c) Lead and support the education and training of adult and paediatric physicians at all levels to assist in facilitating their understanding, knowledge and skills with patients and families who identify as Pacific peoples.
- d) Promote and advise the College on increasing the participation and retention of the Pacific adult and paediatric physician workforce in Aotearoa New Zealand and Australia.
- e) Provide advice to support effective implementation of strategies to improve engagement with Pacific communities across RACP activities.
- f) Offer strategic advice on the integration of Pacific perspectives, values and ways of knowing and being in the RACP's professional standards and education approaches.

4. COLLEGE BODY PROHIBITIONS

The Advisory Group must not:

- Enter into any agreement binding upon it or on the College; or
- Represent or imply in any way that the Advisory Group is a body independent of the College.

5. MEMBER COMPOSITION

Membership of the Advisory Group shall comprise a minimum of six (6) members, including:

- Chair, who must be of Pacific heritage.
- Deputy Chair. This position is intended to succeed to the position of Chair, who must be of Pacific heritage
- Trainees and Fellows of the College shall constitute a majority of the total Advisory Group member composition
- The majority of Advisory Group members will have Pacific Heritage

5.1. The members of the Advisory Group will be selected and appointed in accordance with clause 6.2.1 (Appointments) of the College's *Governance of College Bodies By-law*.

5.2. Appointed Members

All College Fellows (or Trainees where appropriate) of each Division, Faculty and Chapter of the College will be eligible to be appointed to the Advisory Group, subject to any separate By-laws or terms that may apply

5.3. Independent Community Members

Independent community members who have the appropriate skills and background to assist the College and provide an alternative perspective to issues considered by the Advisory Group. This may be a cultural Elder of Pacific heritage.

Independent Community Members do not have voting rights

5.4. Co-opted members

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

6. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

Opportunity for Advisory Group only time at scheduled meetings (without College administration staff) is at the discretion of the Chair.

6.1. Number of Meetings

The Advisory Group shall hold a minimum of three 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 Advisory Group membership.

If at any time the number of members present is less than the quorum, then the Advisory Group may only meet for discussion purposes.

6.4. Voting

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

6.5. Secretariat

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

7. REPORTING

- a) The Advisory Group must report and make recommendations to the Board as required.
- b) The Advisory Group is required to provide to the Board each year:
 - I. a new or updated work plan (work plans may be one or two years)
 - II. a report against the preceding years' work plan

This By-law will be reviewed every three years.

8. HISTORY

Commencement		
These Terms of Reference were approved by the RACP Board and commenced on [Insert date]		
Revision	Effective Date	Summary of Changes
1.0		Initial approval/New Document
2.0		
3.0		