

Paediatrics & Child Health Division Policy & Advocacy Committee

Terms of Reference

Area of College	Member Engagement & Support
Document Writer	Senior Executive Officer, PCHD
Document Owner	Manager, Peak Bodies
Approved by	Paediatrics & Child Health Division Council
Effective Date	5/06/2013
Next Review Date	[Review Date]
References/Legislation	<i>Corporations Act 2001</i> (Cth)
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 Paediatrics & Child Health Division Policy & Advocacy Committee is established under the authority of the Paediatrics & Child Health Division (PCHD) Council to perform the functions set out in these Terms of Reference and all matters ancillary to those functions.

2. PURPOSE

The purpose of Paediatrics & Child Health Division Policy & Advocacy Committee is to contribute to policy, advocate for issues in paediatrics and child health, and act as the authoritative source of direction and advice within the College with regard to paediatric and child health policy and advocacy.

3. FUNCTIONS

The functions of the Paediatrics & Child Health Division Policy & Advocacy Committee are:

- a) preparing annually for the approval of the PCHD Council, a proposed list of policy and advocacy projects;
- b) developing, coordinating, implementing, and monitoring the policy and advocacy projects approved by the PCHD Council;
- c) responding to new and emerging policy and advocacy issues relevant to the PCHD as they arise provided, whenever possible, the issue is approved by the PCHD President or Council prior to work commencing;
- d) contributing to the policy and advocacy issues in paediatrics and child health to the College Policy and Advocacy Council; and
- e) acting as the authoritative source of direction and advice within the College with regard to paediatric and community child health policy and advocacy.

4. MEMBER COMPOSITION

The Membership of the Paediatrics & Child Health Division Policy & Advocacy Committee shall comprise up to 11 members, comprising:

4.1. Appointed Members

Up to 10 appointed members comprising:

- The Chair of the Committee, a Fellow of the PCHD;
- Three appointed Fellows of the PCHD, one of which must be resident in Aotearoa New Zealand;
- One neonatology representative, a Fellow of the PCHD;

- One advocacy representative, a Fellow of the PCHD;
- One representative of the Australian Paediatric Society (APS), a Fellow of the PCHD, nominated by the APS;
- One Fellow of the PCHD, nominated by the Chapter of Community Child Health;
- One Fellow of the PCHD, nominated by the Adolescent & Young Adult Medicine Committee.
- One trainee of the PCHD.

4.2. Independent Community Members

Up to one independent community members comprising:

- One consumer organisation representative.

4.3. Co-opted members

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

5. MEETING

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

5.1. Number of Meetings

The Paediatrics & Child Health Division Policy & Advocacy Committee shall hold a minimum of two 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. Secretariat

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

6. REPORTING

The Paediatrics & Child Health Division Policy & Advocacy Committee must report and make recommendations to the PCHD Council as required.

The Paediatrics & Child Health Division Policy & Advocacy Committee is required to provide to the PCHD Council each year:

- a new or updated work plan (work plans may be one or two years)
- 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 Paediatrics & Child Health Division Council and commenced on 5 June 2013.		
Revision	Effective Date	Summary of Changes
1.0	05/06/2013	Initial approval/New Document
2.0	28/02/2014	Update of text to allow a Chair to be elected to a second or third term by the Committee.
3.0	12/02/2019	The addition of a deputy chair.
4.0	11/12/2020	Update to members' terms from a two-year to three-year term.
5.0		Terms of reference moved to new template to align with the Governance of College Bodies By-law.