



## APPOINTMENTS TO COLLEGE BODIES POLICY

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## **1. INTRODUCTION**

Membership of a College Body can include a combination of elected, ex-officio and appointed members. Appointed members can either be standing members or co-opted members. Recognition of diversity and alignment to the Indigenous Strategic Framework are a consideration in committee appointments.

This document sets out the process for the making of Appointments to College Bodies.

Appointments to College Bodies will be made following a Request for Expressions of Interest. The process to determine who will be appointed to a College Body will be merits based. This means that Appointments are made after assessing applicants against the essential and non-essential qualities and qualifications required/desired for the position and determining which applicant best satisfies those requirements.

## **2. POSITION DESCRIPTION**

A College Body seeking to appoint a member will prepare a Position Description for the role. The Position Description will provide potential applicants with sufficient information about the position and the College Body the position relates to. At a minimum, an adequate position description is likely to include the following:

- 2.1. a description of the College Body the position relates to and whether it is a working group or a standing committee;
- 2.2. essential and non-essential qualities and qualifications. These should reflect a genuine assessment of the competencies required to fulfil the role, including any competency gaps on the College Body;
- 2.3. anticipated number of meetings per year;
- 2.4. anticipated work-load;
- 2.5. travel requirements; and
- 2.6. term.

The Selection Panel will review the Position Description before the Request for Expressions of Interest is made.

## **3. REQUEST FOR EXPRESSIONS OF INTEREST**

### **Request document**

Fellowship Services will prepare a Request for Expressions of Interest document. At a minimum, the Request should include:

- 3.1 details of RACP and where relevant, the appropriate Division, Faculty or Chapter;
- 3.2 the Position Description (see paragraph 3);
- 3.3 a request that applicants explain how they satisfy the essential and non-essential qualities and qualifications as set out in the Position Description;
- 3.4 a summary of the selection process, relevant times frames and an RACP contact; and

3.5 should attach or provide links to key documents, including:

- 3.5.1 RACP Constitution;
- 3.5.2 Committee By-law;
- 3.5.3 Governance of College Bodies By-law;
- 3.5.4 Code of Conduct;
- 3.5.5 Conflicts of Interest Policy;
- 3.5.6 Decision Making Checklist;
- 3.5.7 Working Together Policy; and
- 3.5.8 Travel Policy.

### **Advertising the Request**

For Member positions, the Request should be advertised widely, using the most appropriate method(s) the College uses to communicate with Members e.g. email, letter, text, publications and website.

For Requests from applicants external to the College, the request should be advertised as considered appropriate.

## **4. REVIEW OF EXPRESSIONS OF INTEREST**

Selection Panel members must declare to the entire Selection Panel any conflict of interest they may have prior to any assessment of any candidates and comply with the Conflict of Interest policy. A review of any perceived or actual conflict of interest of the Selection Panel members and any Expressions of Interest received is to be undertaken prior to assessment of any candidates and managed in accordance with the Conflict of Interest policy.

A Selection Panel will review the Expressions of Interests received to arrive at a short list of, where possible, at least 2 candidates. The Selection Panel will review the Expressions of Interest to determine applicants that best satisfy the essential and non-essential qualities and qualifications required/desired for the position. Including consideration of committee membership diversity and alignment to the Indigenous Strategic Framework.

The short list prepared by the Selection Panel will be provided to the College Body seeking the appointment for that Body to determine their preferred candidate.

The Selection Panel will decide on a case by case basis how it intends, if at all, to verify the details contained in an applicant's Expression of Interest.

For appointments to Board Committees, Board Working Groups and Division and Faculty Councils, the Selection Panel will consist of the CEO, the Company Secretary, the Chair of the College Body seeking the appointment (or their delegates) and one other Member of the College appointed by the Chair of the College Body seeking the appointment.

For other College Bodies, the composition of the Selection Panel will consist of a senior College staff member, the Chair of the College Body seeking the appointment, the Chair of the College Body they report to (or a delegate of either Chair) and one

other Member of the College appointed by the Chair of the College Body seeking the appointment.

## 5. APPOINTMENTS

Appointments will be made by the College Body responsible for approving Appointments as per the Governance of College Bodies By-law (cl 17.2) on the recommendation of the College Body seeking the Appointment.

The College Body seeking the Appointment will request the approval of the College Body responsible for approving the Appointment by preparing a paper setting out the process adopted, the details of the shortlisted candidates and why the proposed applicant is the College Body's preferred applicant.

The College Body responsible for approving Appointments may accept or refuse the recommendations. If they refuse the recommendation, the College Body responsible for making Appointments may appoint one of the other shortlisted candidates.

## 6. NOTIFICATION

Successful applicants will be advised of their Appointment in writing.

Unsuccessful applicants are to be notified in writing of the outcome of their application.

As set out in the Reconsideration, Review and Appeals Process By-law, a decision not to short list or not to appoint a candidate **is not** a Decision that reconsideration, review or appeal applies to.

## 7. EXCEPTIONS

As set out in the Governance of College Bodies By Law (cl17.4), the Board may approve the Appointment of any appointed member (standing or co-opted) of any College Body without needing to undertake a merits-based selection process.

As set out in the Governance of College Bodies By Law (cl17.4), the Chair of a College Body to whom a College Body reports may approve the appointment of a short term and/or task specific co-opted member to one of its subordinate College Bodies without needing to undertake a merits-based selection process.

<b>POLICY COMMENCEMENT AND REVIEW</b>		
<b>VERSION</b>	<b>AMENDMENT</b>	<b>EFFECTIVE</b>
1	The Policy was approved by the Board	October 2012
2	Administrative amendments and inclusion of a conflict of interest assessment prior to assessment of EOI candidates under paragraph 4.  Inclusion of consideration of diversity and the Indigenous Strategic Framework under paragraphs 1 and 4.	7 August 2020