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**Aotearoa
New Zealand
Adult Medicine Division Committee
(Aotearoa NZ AMDC)**

**Tikanga Tohutoro |
Terms of Reference**

**BY-LAW PURSUANT TO THE CONSITUTION OF
THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT
AND OPERATION OF A COLLEGE BODY**

Terms of Reference for Aotearoa NZ AMD Committee
as approved Pipiri 2024 | June 2024 by the Aotearoa NZ Committee

Table of Contents

1. WHAKATAKINGA | INTRODUCTION
2. ARONGA | PURPOSE
3. ĀHEINGA | FUNCTIONS
4. HE AUKATINGA | COLLEGE BODY PROHIBITIONS
5. WHAKAURU | MEMBER COMPOSITION
 - 5.1. Mema Motuhake | Ex-officio Members
 - 5.2. Mema Kopounga | Appointed Members
 - 5.3. He Hunga Hapori Motuhake | Independent Community Members
 - 5.4. Mema tono | Co-opted Members
6. HUI | MEETINGS
 - 6.1. Nama o ngā Hui | Number of Meetings
 - 6.2. Heamana | Chair
 - 6.3. Kōrama | Quorum
 - 6.4. Pōti | Voting
 - 6.5. Ngā Minitī | Minutes
 - 6.6. Mahi Hēkeretari | Secretariat
 - 6.7. Arotakenga | College Body Reviews
7. PŪRONGO | REPORTING
8. AROTAKE Aotearoa NZ AMDC | REVIEW OF TERMS OF REFERENCE
9. WHAKAMĀRAMATANGA | DEFINITIONS
10. HĪTŌRI | HISTORY

1. WHAKATAKINGA | INTRODUCTION

The Aotearoa NZ Committee of the Royal Australasian College of Physicians has established the Aotearoa NZ Adult Medicine Division Committee (the “Aotearoa NZ AMDC” or the “College Body”). The Governance of College Bodies By-law sets out the general provisions for governance of College Bodies. Both documents govern the College Body.

1.1 The Aotearoa NZ AMDC acknowledges Te Tiriti ō Waitangi | The Treaty of Waitangi and the foundational principles of bicultural partnership, participation and protection it guarantees. We therefore commit that all our policies will consider the impact on the wellbeing and mana of Māori as tangata whenua and ensure that these policies uphold the principles of tikanga Māori.

2. ARONGA | PURPOSE

The purpose of this College Body is to:

2.1 Work with appropriate College bodies, particularly the AMD Council, and staff to support the professional careers of Fellows and Trainees of the Division in Aotearoa New Zealand;

2.2 Support appropriate initiatives that will assist Fellows and Trainees to develop their cultural competence. This incorporates tikanga Māori values of manaakitanga (hospitality, kindness, and support), whanaungatanga (relationships, sense of family connection) and mōhiotanga (knowledge, understanding, insight).”

2.3 Promote and advance the body of knowledge of Adult Medicine;

2.4 Act as an authoritative source of advice within the RACP in connection with Adult Medicine in the Aotearoa New Zealand context;

3. ĀHEINGA | FUNCTIONS

The functions of the College Body include:

3.1 Work with appropriate College bodies, specialty societies, Chapters and staff in relation to:

- a. education, training, and assessment of trainees
- b. training and continuing professional development.
- c. policy and advocacy

as each relates to Adult Medicine in Aotearoa New Zealand.

4. HE AUKATINGA | COLLEGE BODY PROHIBITIONS

The College Body must not:

- Enter into any agreement binding upon it or on the College; nor
- Represent or imply in any way that the College Body is a body independent of the College.

All policy and advocacy proposed by the Aotearoa NZ AMDC must be reviewed by the Aotearoa NZ Policy and Advocacy Committee before being published or provided externally.

5. WHAKAURU | MEMBER COMPOSITION

The Membership of the College Body shall comprise up to 26 members, comprising:

5.1. Aotearoa NZ AMDC Mema Motuhake | Ex-officio Members

[Ex-officio members are appointed by virtue of their role on another College Body]

The Aotearoa NZ Presidents or councillors representing the relevant specialty societies who are Fellows of the RACP:

- 5.1.1 Australasian Society of Clinical Immunology and Allergy (ASCIA);
- 5.1.2 Australian and New Zealand Society for Immunology (ASI);
- 5.1.3 Australia and New Zealand Society for Geriatric Medicine (ANZSGM);
- 5.1.4 Australian and New Zealand Society for Nephrology (ANZSN);
- 5.1.5 Australian and New Zealand Association of Neurologists (ANZAN);
- 5.1.6 Australasian Society for Infectious Diseases (ASID);
- 5.1.7 Cardiac Society of Australia and New Zealand (CSANZ);
- 5.1.8 Endocrinology Society of New Zealand (NZSE);
- 5.1.9 Haematology Society of Australia and New Zealand (HSANZ);
- 5.1.10 Internal Medicine Society of Australia and New Zealand (IMSANZ);
- 5.1.11 New Zealand Dermatological Society Incorporated (NZDSI);
- 5.1.12 New Zealand Society for the Study of Diabetes (NZSSD);
- 5.1.13 New Zealand Society of Gastroenterology (NZSG);
- 5.1.14 New Zealand Rheumatology Association (NZRA);
- 5.1.15 Thoracic Society of Australia and New Zealand (TSANZ).

The Aotearoa NZ Presidents or members representing the relevant Chapter who are Fellows of the RACP:

- 5.1.16 Australasian Chapter of Addiction Medicine (AChAM);
- 5.1.17 Australasian Chapter of Palliative Medicine (AChPM);
- 5.1.18 Australasian Chapter of Sexual Health Medicine (AChSHM).

- 5.1.19 A representative from the Aotearoa NZ Trainees Committee

- 5.1.20 The Chair or other representative of the Aotearoa NZ Adult Medicine Education Committee.

5.2. Mema Kopounga | Appointed Members

- 5.2.1 The Chair, an Adult Medicine Fellow appointed from within the Aotearoa NZ AMDC
 - who is approved by the Aotearoa NZ Committee,
 - the Chair will become a member of the Aotearoa NZ Committee
 - the Chair will fulfill the Aotearoa NZ AMD Chair role on the Adult Medicine Council and Executive.
 - the Chair, or representative is invited to be a member on the Aotearoa NZ Policy and Advocacy Committee;

- 5.2.2 A Deputy Chair is appointed from within the Aotearoa NZ AMDC's Membership.

5.2.3 An Aotearoa NZ member who gained their Fellowship within the last 7 years (new Fellow);

5.2.4 Three additional Aotearoa New Zealand Adult Medicine Member with appropriate skills, background or geographic representation that can assist the Committee

5.3. He Hunga Hapori Motuhake | Independent Community Members

[Community members are persons external to the College]

5.3.1 A member of the Māori Health Committee (MHC) or representative who identifies as Māori, endorsed by the MHC. The individual need not be a member of the RACP.

5.4. Mema tonu | Co-opted members

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

6. HUI | MEETINGS

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

6.1. Nama o ngā Hui | Number of Meetings

The Committee shall meet up to four times a year, of which one may be kanohi ki te kanohi | face to face.

6.2. Heamana | Chair

The Chair or their appointee will Chair all meetings.

6.3. Kōrama | Quorum

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

6.4. Pōti | Voting

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

6.5. Ngā Minitī | Minutes

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

6.6. Mahi Hēkeretari | Secretariat

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

6.7. Arotakenga | College Body Reviews

The College Body are to review their performance against these Terms of Reference every two years.

7. PŪRONGO | REPORTING

The Aotearoa NZ AMDC is accountable to the Aotearoa NZ Committee and Adult Medicine Division Council and will provide regular updates to the Aotearoa NZ Committee and Adult Medicine Division Council as contained within the College Body By-laws.

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

The Committee may make exception reports to the Aotearoa NZ Committee to address emergent issues or risk management issues as required.

Minutes or reports of the Aotearoa NZ AMDC will be provided to the appropriate College Bodies as the Committee shall determine.

8. AROTAKE Aotearoa NZ AMDC | REVIEW OF TERMS OF REFERENCE

These Terms of Reference will be reviewed every three years.

9. WHAKAMĀRAMATANGA | DEFINITIONS

Term	Means
Board	The Board of Directors of the College.
College	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
College Body	Has the same meaning as in the College Constitution
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Fellow	Has the same meaning as in the College Constitution
Member	Has the same meaning as in the College Constitution
Parent Body	Has the same meaning as the Governance of College Bodies By-law
Trainee	Has the same meaning as in the College Constitution

10. HĪTŌRI | HISTORY

Commencement		
These terms of reference were approved by the Aotearoa NZ Committee January 2008 and commenced on January 2008		
Subsequent amendments to the terms of reference		
Item	Amendment	Approved
1	Alignment of terms of reference for this standing committee of the NZC with Governance of College Bodies By-Law (GoCBB). This By-Law sets out the general provisions for the governance of College bodies and applies to all College bodies.	24 February 2015
2	Acknowledging and committing to the principles of Te Tiriti in the By-laws of the Committee, confirming the RACP's moral and ethical obligation to supporting health equity for tangata whenua.	10 November 2017
3	As a by product of the Model of Collaboration work (MOC), it has been established that representatives of relevant specialty societies who are Fellows of the College should be made to accurately reflect parity. As a result Australian and New Zealand Association of Neurologists (ANZAN) replaced The Neurological Association of New Zealand (NANZ).	19 January 2018

Date of commencement of Terms of Reference: Kohi-tātea | January 2008

Date of most recent amendment: Pipiri 2024 | June 2024

4	Addition of cultural competence clause to introduction (clause 1.1.6)	26 March 2019
5	Updating of Composition (clause 3) Removing Chair-elect replacing with Deputy Chair from within the Committee	
6	Updating of definitions	
7	Amendment of Committee name from “NZ AMD Committee” to “Aotearoa New Zealand AMD Committee” and country name from “New Zealand” to “Aotearoa New Zealand”	6 September 2019
8	Composition Clause amended for Chair appointment, replacing election with EOI and appointment by the Aotearoa NZ Committee	Whiringa-ā-rangi (November) 2020
9	Updated names of Committees referred to updated with Aotearoa where appropriate.	
10	Removal of the NZ Society for Oncology and increase of general members from one to two to retain the max committee placements	
11	The Aotearoa NZ President ‘may’ attend in ex-officio capacity. (previous copy said ‘will’)	
12	Additional clause 3.1.9 Presidents or representatives of the Chapter who are FRACP – Addiction, Palliative and Sexual Health Medicines.	Mahuru September 2022
13	Edit 3.1.9 the Māori Health Committee Rep to broaden the scope, while still leaving the endorsement with the MHC	
14	Adoption of new Template from the RACP Governance Team, with added Te reo headings signed off by the Kaitohutohu Ahurea February 2023	14 Pipiri June 2024
15	Introduction, Purpose, and Functions remain unaltered apart from layout under the 3 new titles	
16	Limitations heading is changed to ‘College Body Prohibitions’ with the new wording from governance adopted.	
17	Composition of the Committee Membership is reorganised into the new sections of : Ex-officio, Appointed and Independent Community Members	
18	Deleted on member role from Member Composition Clause that includes “A representative from the Aotearoa NZ CPD Committee” This dual role was challenging to fill and had been vacant for some time. The Committee decision was annual reporting from the CPD unit would sufficiently cover the need.	14 Pipiri June 2024
19	The new Template sections for Chair, Quorum, Voting, Minutes, Secretariat and College Body reviews have been adopted	14 Pipiri June 2024