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Terms of Reference

Congress Program Committee

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF
A COMMITTEE OF THE FELLOWSHIP COMMITTEE TO BE KNOWN AS
THE CONGRESS PROGRAM COMMITTEE**



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1 INTRODUCTION AND PURPOSE

- 1.1** The Fellowship Committee provides governance oversight of Congress. The Congress Planning Committee (the Committee) has been established to guide the continued development, implementation and refinement of Congress to achieve the Board's specified Purpose of Congress as:

An annual, flagship event to unite and energise physicians across all disciplines to reflect on their collective interests and enhance their general medical education, professionalism, leadership and supervision to deliver best practice healthcare now and for future generations.

- 1.2** The Committee will work within the Board approved model and associated Congress Guidelines to deliver a flagship event that fulfils the stated event purpose and goals and in alignment with the Board approved College purpose to educate, advocate and innovate.

- 1.3** The Committee is mandated to work with College staff to implement the Congress Program and determine themes, speakers, program timings, associated events such as member artistic/musical activities and plan sessions as set out in the Congress Guidelines.

- 1.4** The Committee will:

1.4.1 Engage in continued liaison with the Fellowship Committee and Division, Faculty and Chapter (DFaC) leaders to ensure a consistent understanding of the goals of the Congress model and the long-term vision of Congress

1.4.2 Make recommendations to the Fellowship Committee on the suitability of conjoint events (negotiated with DFaCs and specialty societies where mutual opportunities exist).

1.4.3 Develop an authentic, cross-disciplinary and shared interests program that is thematically rich, scientifically robust and market-responsive along with a suite of sessions relevant to medical specialist clinical practice (aligned with the needs of Fellows and trainees and reflective of the long term Congress vision and transition plan).

1.4.4 Work with College staff to positively support Congress marketing initiatives.

1.4.5 Utilise the Congress Guidelines to develop and implement a relevant and engaging Congress programme through:

1.4.5.a Identification of Congress theme/s in an annual Congress Planning Forum that may involve other College stakeholders.

1.4.5.b Identification of broad themes and topics to be delivered within and across the program streams.

1.4.5.c Liaison with College staff to inform the process and timeframe for identifying, approving and approaching 'drawcard' speakers of global significance for Plenary Sessions and facilitate selection by relevant Divisions and Faculties of disciplinary Congress Orators.

1.4.5.d Promoting innovation and diversity of delivery formats, e.g. conversations, panels, technology, debates, workshops, role-plays and caseassessments, within and across the Congress streams.

1.4.5.e Collaborating in planning of sessions by Stream Leads to deliver distinct and highly appealing program journeys for different target audiences.

1.4.5.f Adhering to College Congress related policies and guidelines (e.g. Guidelines on Speaker and Chair Entitlements).

1.4.5.g Recommending potential sponsors/exhibitors, for follow-up by College Staff consistent with RACP's Inward's Sponsorship Policy as approved by the



Fellowship Committee and Finance and Risk Management Committee. In addition, any conflicts of interest should be raised as it relates to potential sponsors.

1.4.5.h Providing feedback and insights to Fellowship Committee to assist in the evaluation and future planning of Congress

1.4.5.i Reviewing and monitoring success measures as outlined by the College to ensure that Congress is continually improved and has value for members

1.4.6 Engage in proactive and tangible championing of Congress at conferences/events attended by Committee members in the six months prior to Congress (distributing the Congress information to peers, communicating program 'highlights', encouraging registration and informally promoting Congress in presentations as appropriate at these events).

1.4.7 Pro-actively contribute to attracting attendees to Congress, recognising the value of peer to peer promotion and the opportunity to implement fellows and colleagues feedback and ideas within the program.

1.5 The Committee will operate in accordance with:

1.5.1 These Terms of Reference;

1.5.2 The Governance of College Bodies By-law, as amended from time to time;

1.5.3 All other By-laws of the College as applicable;

1.5.4 The Constitution;

1.5.5 All policies and procedures of the College; and

1.5.6 All directions of the Board.

1.6 The Committee must not: -

1.6.1 Enter into any agreement binding upon it or on the College;

1.6.2 Invite keynote speakers nor approve financial support for speakers or chairs without appropriate sign-off;

1.6.3 Instruct Congress associated suppliers; or

1.6.4 Represent or imply in any way that the Committee is a body independent of the College.

2 THE CONGRESS PROGRAM COMMITTEE

2.1 Composition of the Committee

The Congress Program Committee shall comprise the following: -

2.1.1 Congress Lead Fellow, who will also be a member of Fellowship Committee

2.1.2 Fellows or trainees serving as Congress Stream Leads (nominated by the relevant Division or Faculty Council or Peak College bodies)

2.1.3 Local Regional representative (nominated by the local regional Committee)

2.1.4 At least one trainee representative

2.1.5 President of Specialty Society, or other organisation, if staging conjoint event (or nominees)

2.1.6 Consumer Advisory Group Representative



2.1.7 Where possible, appoint a Congress Lead Fellow-elect whom may serve up to 12 months prior to the planning cycle of a respective Congress.

2.2 Appointments:

2.2.1 The Lead Fellow and Lead Fellow-elect will be sought through a call for expressions of interest and appointed by the Fellowship Committee.

2.2.1.1 The Congress Lead Fellow-elect position may be appointed up to 12 months prior to the planning cycle of a respective Congress and will transition into the Congress Lead Fellow position upon the commencement of planning for that Congress.

2.2.2 Congress Program Committee members will be nominated by their relevant Division or Faculty Council or peak body and appointed by the Fellowship Committee.

2.3 Term

2.3.1 Commencing with Congress 2021, the Committee has an appointment cycle of two (2) years which commences in June after the conclusion of the preceding Congress wrap up.

2.4 Meetings of the Congress Program Committee

2.4.1 The Committee shall convene a one-day face-to-face Planning Forum approximately 15 months in advance of Congress.

2.4.2 The Committee shall meet on a fortnightly basis by teleconference during the core five-month planning cycle for each Congress, being August – January, and will otherwise meet monthly.

Appendix 1 sets out the Congress Meeting and Planning Schedule.

3 **REPORTING**

3.1 Regular reporting to the Fellowship Committee and the College Board on Congress plans, milestones and fulfilment of targets will be carried out by the Congress Lead Fellow. Key milestones include the identification and confirmation of major Congress themes, stream leads, final program structure and delegate attraction plans.

3.2 The Committee should report on emerging issues and/or risk management at any time to the Director of Member Services, Fellowship Committee and/or Finance and Risk Management Committee as appropriate. The Fellowship Committee and Office of the President and CEO may request these reports at any time.

3.3 The Committee must provide timely advice to the Fellowship Committee on any expected changes in Committee members, pursuant to the By-Laws of the College.

4 **DEFINITIONS**

“College Board” means the Board of Directors of the College.

“Fellowship Committee” means the Committee established by the College Board to work closely with all College bodies to support the enhancement of services to Fellows and identify ways to increase the engagement of Fellows across the College.

“Fellow” means a person that is eligible and admitted to membership of the College as such under clauses 2.3 and 2.6 of the Constitution (and “Fellowship” means being a Fellow);



Approved by the Fellowship Committee on 23 September 2016

Terms of Reference History as from 23 September 2016		
Commencement of Terms of Reference		
The Terms of Reference were approved by the Fellowship Committee on 23 September 2016 and commenced on that date.		
Subsequent amendments to Terms of Reference		
Item	Amendment	Commenced
1	Change of name from Congress Organising Committee to Congress Program Committee	25 November 2016
2	Change of term length and requirements as requested and approved by the Fellowship Committee	10 October 2019
3	Addition of the Congress Lead Fellow-elect position	12 February 2021



Appendix 1

Congress Planning Schedule – 2-year term		
20 Months prior to 1 st Congress	Oct - Nov	Expressions of Interest sought from Divisions, Faculties and Peak bodies
16 Months prior to 1 st Congress	Feb	Appointment of New Congress Program Committee
15 Months prior to 1 st Congress	March	Congress Planning Day for 1 st years Congress
12 Months prior to 1 st Congress	May	Attend immediate year Congress as a reviewer (feedback sought post Congress)
10 Months prior to 1 st Congress	August – January	Fortnightly teleconference meetings to curate the Congress 1 st years Congress Program
15 Months prior to 2 nd Congress	March	Congress planning day for 2 nd years Congress
12 Months prior to 2 nd Congress	May	Attend 1 st years Congress
11 Months prior to 2 nd Congress	June	1 st years Congress post-Congress review
10 Months prior to 2 nd Congress	August – January	Fortnightly teleconference meetings to curate the 2 nd years Congress Program
20 Months prior	Oct – Nov (new committee)	Expressions of Interest sought from Divisions, Faculties and Peak bodies for the following 2 years
16 Months prior	Feb	Appointment of New Congress Program Committee for the following 2 years
15 Months prior	March	Congress planning day for the following years Congress
12 Months prior	May	Attend 2 nd years Congress
11 Months prior	June	Post-Congress review and end term and New Committee starts 2-year term