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# Terms of Reference

## Aotearoa New Zealand Trainees' Committee

Terms of Reference pursuant to the By-Laws of the New Zealand Committee of The Royal Australasian College of Physicians for the establishment and maintenance of a committee to be known as the Aotearoa New Zealand Trainees' Committee



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## 1 INTRODUCTION AND PURPOSE

- 1.1 The Board has delegated powers to the Aotearoa New Zealand Committee to enable it to conduct the affairs of the College in New Zealand.
- 1.2 The Aotearoa New Zealand Committee has established the Aotearoa New Zealand Trainees' Committee to:
  - 1.2.1 Provide a forum for the views of New Zealand Trainees;
  - 1.2.2 Represent and advocate on behalf of Trainees at all levels of the College's governance;
  - 1.2.3 Represent the Trainees in their respective regions across Divisions, Faculties and Chapters where Trainees are engaged in training programmes;
  - 1.2.4 Advocate on behalf of Trainees in matters affecting their selection, training assessment, supervision and overall education experience;
  - 1.2.5 Make recommendations on policy relating to training matters to the appropriate College Committee;
  - 1.2.6 Liaise with the College Trainees' Committee;
  - 1.2.7 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).
- 1.3 Te Tiriti o Waitangi/The Treaty of Waitangi
  - 1.3.1 The Aotearoa New Zealand Trainees' Committee acknowledges Te Tiriti o Waitangi/The Treaty of Waitangi and the foundation principles of bicultural partnership, participation and protection it guarantees. We therefore commit that all our policies will give consideration to the impact on the wellbeing and mana of Māori as tāngata whenua and ensure that these policies uphold the above principles.

## 2 THE AOTEAROA NEW ZEALAND TRAINEES' COMMITTEE

### 2.1 Committee Prohibitions

The Aotearoa New Zealand Trainees' Committee must not:

- 2.1.1 enter into any contractual relationships; or
- 2.1.2 represent or imply in any way that the Aotearoa NZ Trainees' Committee is a body independent of the College.



## 2.2 Composition

- 2.2.1 Subject to appropriate candidates nominating, the Aotearoa NZ Trainees' Committee will be comprised of up to 14 members, including two Chairs – no more than one of which shall represent any particular Division, Faculty or Chapter of the College;
- 2.2.2 When considering applications to be appointed, subject to appropriate candidates nominating, the membership of the Committee will include, at least:
- (i) One paediatric basic trainee;
  - (ii) One adult medicine basic trainee;
  - (iii) One trainee outside of the main urban centres (Auckland, Wellington, Hamilton, Christchurch, Dunedin);
  - (iv) One trainee based in the South Island; and
  - (v) One Māori representative.
- 2.2.3 The role of Māori representative should be reserved for the Committee's Te Tiriti partner and left vacant should a Māori trainee not be available to fill this role.
- 2.2.4 If the composition set out in 2.2.1 and 2.2.2 is not achieved based on nominations received, the Committee should satisfy every avenue has been explored before appointing candidates outside of the terms of reference.

## 2.3 Appointment and Tenure

- 2.3.1 All College Trainees of each Division, Faculty and Chapter of the College resident in New Zealand will be eligible to be appointed to the Aotearoa New Zealand Trainees' Committee, subject to any separate By-Laws or Terms of Reference that may apply.
- 2.3.2 The Co-Chairs of the Aotearoa NZ Trainees' Committee are to be appointed by the Aotearoa NZ Committee from the membership of the Aotearoa NZ Trainees' Committee, Nominations for the positions of Co-Chair are to be selected by the Aotearoa NZ Trainees' Committee by process of election.
- 2.3.3 Members of the Aotearoa NZ Trainees' Committee who become Fellows during their term of office may continue to serve out the remainder of their two year term.

## 2.4 Meetings

The Committee shall meet up to four times a year, of which up to two meetings will be face to face.



### 3 REPORTING

**3.1** The Aotearoa NZ Trainees' Committee is a committee of the Aotearoa NZ Committee and will provide a report to the Aotearoa NZ Committee as required from time to time.

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

### 4 DEFINITIONS

"College" means The Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.

"College Body" means

- (a) the Council of each Division or Faculty of the College;
- (b) the Committee of each Chapter formed within a Division or Faculty;
- (c) each Board Committee; and
- (d) each Committee, Sub-Committee, working group, expert advisory group or other sub-group formed under the auspices of any of the above, whether or not limited in time or purpose.

"Constitution" means the Constitution of the College as amended from time to time.

"Trainee" means a person who is undertaking a program of Basic Training or Advanced Training approved by the College in order to gain Fellowship of a Division, Faculty or Chapter of the College.

<b>Terms of Reference History as from 13 Paenga-whāwhā   13 April 2021</b>		
<b>Commencement of terms of reference</b>		
These terms of reference were approved by the New Zealand Committee on March 2010 and commenced on that date		
<b>Subsequent amendments to the terms of reference</b>		
<i>Item</i>	<i>Amendment</i>	<i>Commenced</i>
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.	Whiringa-a-rangi   November 2015
2	Acknowledging and committing to the principles of Te Tiriti in the By-laws of the Committee, confirming the	Whiringa-a-rangi   November 2017



	RACP's moral and ethical obligation to supporting health equity for tāngata whenua.	
3	Addition of cultural competence clause to Introduction (clause 1.2.7)	Hōngongoi   July 2019
4	Addition to Composition (clause 2.2.3) to acknowledge the Committee's commitment to attracting and appointing members as specified in the Terms of Reference.	Hōngongoi   July 2019
5	Update to the Committee name from NZ Trainees' Committee to Aotearoa NZ Trainees' Committee.	Hōngongoi   July 2018
6	Amendment of Composition (clause 2.2) to: <ul style="list-style-type: none"><li>• Enable non-Divisional trainees to be a co-chair (2.2.1)</li><li>• Support inclusion of trainees based outside metropolitan locations (2.2.2)</li><li>• Reserve a seat for a Māori trainee and encourage ongoing activity to ensure this seat is filled (2.2.3)</li></ul>	Poutū-te-rangi   March 2021
7	Amendments of Composition (clause 2.2) – minor amendments requested by AoNZC approved by circular resolution by AoNZTC	Paenga-whāwhā   April 2021