



The Royal Australasian
College of Physicians

**Paediatrics & Child Health Division
Chapter of Community Child Health
Child Population Health Special Interest
Group**

COVER NOTE

Please note: This is not part of the Child Population Health Special Interest Group Terms of Reference.

Cover note as at 16 July 2013



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Terms of Reference and Policies relevant to the governance of this Special Interest Group:

As at 16 July 2014 these are the College Terms of Reference most pertinent to the Child Population Health Special Interest Group terms of reference:

1. [Constitution – Royal Australasian College of Physicians;](#)
2. [By-Law Governance of College Bodies;](#)
3. [Nominations & Election Process for the Board of the College & its College Bodies;](#)
4. [Establishment & Management of Working Groups By-law; and](#)
5. [Appointment of Representatives to External Bodies By-law.](#)
6. *Appointment of Representatives to Internal Bodies By-law*
7. [Paediatrics & Child Health Division By-Law](#)

Below is a summary of relevant provisions for general guidance. To ensure you have the most up to date information please refer to the relevant by-law on the College website:

Quorum:

- A quorum of a meeting of a College Body shall not be less than one half of members (other than members who are disqualified from participating in the consideration of a particular matter due to a conflict) unless the College Body determined that a greater number shall constitute a quorum (2 – refer above)
- 50% of the Child Population Health Special Interest Group Committee will constitute quorum.

Co-opted Committee members

- From time to time a College Body may require the contribution of person who has particular expertise to assist the College Body in its deliberations. To achieve this, College Bodies are able to co-opt members for a specified time, usually not exceeding 6 months, or a specified task. (2 – refer above)

Casual Vacancies

- Any person appointed to fill a casual vacancy shall hold office for the remainder of the term of the member who they have replaced. That person will then be eligible for re-election as a member of the Body. (2 – refer above)

Appointments

- Appointed members, including co-opted members, of a College Body shall be appointed following a merits-based selection process.

Nomination and Election

- Nominations and Elections to College Bodies are to be conducted strictly in accordance with the College's nomination and election policy and process. (2 & 3 – refer above)



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Terms of Reference

Paediatrics & Child Health Division Chapter of Community Child Health Child Population Health Special Interest Group

**TERMS OF REFERERNC E PURSUANT FOR THE ESTABLISHMENT AND
MAINTENANCE OF A COMMITTEE TO BE KNOWN AS THE
PAEDIATRICS & CHILD HEALTH DIVISION CHAPTER OF COMMUNITY CHILD
HEALTH:
CHILD POPULATION HEALTH SPECIAL INTEREST GROUP**



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1 CHILD POPULATION HEALTH SPECIAL INTEREST GROUP

- 1.1** The Chapter of Community Child Health (CCCH) of the Paediatrics & Child Health Division (PCHD) of the College has established the Child Population Health Special Interest Group (CPH SIG).
- 1.2** The CCCH has established the CPH SIG to:
- 1.2.1 Support doctors working in Australia and New Zealand in the disciplines of child development and behaviour epidemiology, health promotion, health protection, disease prevention, advocacy, strategy, planning, management, ethical and legal issues, and population-based health research.
 - 1.2.2 Improve quality and excellence in clinical care through strategies such as formal supervision around clinical practice, promoting best practice, promoting research and building and increasing evidence basis for clinical work
 - 1.2.3 Foster mutual support, supervision, mentoring, continuing education, and continuing professional development
 - 1.2.4 Advocate for the needs of doctors
 - 1.2.5 Provide networks to enhance communication and collaboration
 - 1.2.6 Advocate for child population health within health systems as a critical component of a comprehensive and whole of life approach
 - 1.2.7 Establish collaborative working relationships with other groups relevant to child population health.
 - 1.2.8 Advise the CCCH, the PCHD, and the Board on population health matters
- 1.3** The activities of the CPH SIG must be consistent with the RACP Strategic Directions document or any successor document, as well as the annual PCHD Plan.

2 MEMBERSHIP OF THE CPH SIG

Any person who gains CCCH Membership per the CCCH By-law is eligible for the CPH SIG Membership.

3 COMMITTEE OF THE CPH SIG

3.1 Child Population Health Special Interest Group Committee

A Committee for the CPH SIG is to be established and it will be the peak decision making body for the CPH SIG.



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3.2 Role of the Committee

The CPH SIG may do all things necessary to further the purposes of the CPH SIG, subject to this Term or Reference and the direction of the Board or the Division Council.

3.3 Committee prohibitions

The Committee must not:

- 3.3.1 enter into contractual relationships; and
- 3.3.2 represent or imply in any way that the CPH SIG is a body independent of the College.

3.4 Composition of the Committee

The Committee of the CPH SIG shall comprise:

- 3.4.1 The Chair of the CPH SIG;
- 3.4.2 Five to nine Appointed Fellows of the Chapter, one at least being a resident of New Zealand.

4 ELECTION AND TERM OF OFFICE

4.1 Chair

The Chair is initially appointed by the CCCH Committee following a nomination process. The Chair shall take office from the College Annual General Meeting following their appointment.

The initial term of the Chair shall be two years and no Chair shall be appointed to chair the Committee for more than three consecutive terms unless the Board approves otherwise.

If agreed by the current Chair, any subsequent term of appointment for the Chair, up to the maximum of three consecutive terms, can be on the recommendation to the CCCH Committee by the CPH SIG without a need for the nomination process to occur.

Once an incumbent Chair has served three consecutive terms, the PCHD Council must then appoint a new Chair following a nomination process.



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4.2 Other Committee Representatives

4.2.1 Members of the Committee shall take office from the College Annual General Meeting and will hold office for two years and no representative shall be appointed for more than three consecutive terms.

4.2.2 The Trainee representative will serve for one term of two years.

5 REPORTING

5.1 The CPH SIG is a sub-committee of the CCCH and must report to the CCCH Committee as required and also in accordance with Clause 1.

5.2 The CPH SIG may make exception reports to the CCCH Committee to address emergent or risk management issues as required.

DEFINITIONS

“Board”	means the Board of Directors of the College.
“College”	means The Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.
“Constitution”	means the Constitution of the College as amended from time to time.
“PCHD”	means the Paediatrics & Child Health Division of the College.
“Fellow”	means a Fellow of the Division.
“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, Chapter or Faculty of the College.

Approved by the CCCH Committee on 16 July 2014

Terms of Reference History as from 16 July 2014		
Commencement of TOR		
This TOR was approved by the CCCH Committee on 16 July 2014 and commenced on that date.		
Subsequent amendments to TOR		
Item	Amendment	Commenced