



The Royal Australasian  
College of Physicians

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

**COVER NOTE**

*Please note: This is not part of the Child Development & Behaviour 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 Development & Behaviour 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 Development & Behaviour 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 Development & Behaviour 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 DEVELOPMENT AND BEHAVIOUR SPECIAL INTEREST GROUP**



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## **1 CHILD DEVELOPMENT AND BEHAVIOUR 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 Development & Behaviour Special Interest Group (CDB SIG).
- 1.2 The CCCH has established the CDB SIG to:
  - 1.2.1 Support doctors working in Australia and New Zealand in the disciplines of child development and behaviour
  - 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 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 Advise the CCCH, the PCHD, and the Board on developmental and behavioural matters
- 1.3 The activities of the CDB 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 CDB SIG**

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

## **3 COMMITTEE OF THE CDB SIG**

### **3.1 Child Development and Behaviour Special Interest Group Committee**

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

### **3.2 Role of the Committee**

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

### **3.3 Committee prohibitions**

The Committee must not:



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

**3.4 Composition of the Committee**

The Committee of the CDB SIG shall comprise:

- 3.4.1 The Chair of the CDB 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 CDB 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 CDB 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 CDB SIG may make exception reports to the CCCH Committee to address emergent or risk management issues as required.

**6 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

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