



# Queensland Trainees' Committee

## Terms of Reference

<b>Area of College</b>	Member Engagement and Support
<b>Document Writer</b>	Member Support Officer, QLD
<b>Document Owner</b>	Manager, Regions
<b>Approved by</b>	Queensland Committee
<b>Effective Date</b>	6/04/2022
<b>Next Review Date</b>	06/04/2025
<b>References/Legislation</b>	<i>Corporations Act 2001 (Cth)</i>
<b>Associated RACP Documents</b>	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
<b>Applicability</b>	Australia and Aotearoa New Zealand

*Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, By-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.*

**TABLE OF CONTENTS**

<b>1. INTRODUCTION</b> .....	<b>3</b>
1.1. Established.....	3
1.2. Term.....	3
<b>2. PURPOSE</b> .....	<b>3</b>
<b>3. FUNCTIONS</b> .....	<b>3</b>
3.1. Committee Prohibitions .....	3
<b>4. MEMBER COMPOSITION</b> .....	<b>4</b>
<b>5. MEETING</b> .....	<b>4</b>
5.1. Number of Meetings .....	4
5.2. Chair .....	4
5.3. Quorum .....	4
5.4. Voting.....	5
5.5. Secretariat.....	5
5.6. Committee Reviews.....	5
<b>6. REPORTING</b> .....	<b>5</b>
<b>7. DEFINITIONS</b> .....	<b>5</b>
<b>8. HISTORY</b> .....	<b>5</b>

## 1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the Governance of College Bodies By-law. The Governance of College Bodies By-law and these Terms of Reference govern the College Body.

### 1.1. Established

The Queensland Trainees' Committee is established under the authority of the Queensland Committee to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

### 1.2. Term

The term of the QLD Trainees' Committee is for three years.

## 2. PURPOSE

The purpose of Queensland Trainees' Committee is to advance the interest of local members in Queensland (QLD) as policy and advocacy champions, facilitate and promote educational opportunities for trainees within this jurisdiction, and advocate on training matters within local hospitals and clinical settings.

## 3. FUNCTIONS

The functions of the Queensland Trainees' Committee are:

- a) Provide a forum which represents the views of trainees.
- b) Advocate on behalf of trainees in matters relating to their selection, training, assessment, supervision and overall education experience.
- c) Make recommendations to the QLD Committee regarding policy relating to trainee matters.
- d) Advance the interest of the College in QLD in the activities of the College.
- e) Support the training and careers of trainees in QLD.
- f) The activities of the Committee must be consistent with the policies, projects and direction of the QLD Committee that have College wide responsibility in respect of education, training, trainees, continual professional development and workforce and the College's strategic directions.

### 3.1. Committee Prohibitions

The Committee must not:

- Enter into any agreement binding upon it or the College; and
- Represent or imply in any way that the Committee is a body independent of the College.

#### 4. MEMBER COMPOSITION

The Membership of the College Body shall comprise up to eleven members, who must reside in Queensland, comprising:

- One Advanced Trainee in an Adult specialty
- One Advanced Trainee in a Paediatric specialty
- One Basic Trainee in an Adult specialty
- One Basic Trainee in a Paediatric specialty
- One Trainee located in a rural or area of Queensland
- One Trainee from any of the three RACP faculties: Australasian Faculty of Public Health Medicine (AFPHM), Australasian Faculty of Rehabilitation Medicine (AFRM) or Australasian Faculty of Occupational and Environmental Medicine (AFOEM).

Members are selected by an expression of interest process in accordance with [Governance of College bodies By-laws](#).

Board members may attend meetings of the Trainees' Committee in the state/territory which they reside as observers.

The Committee will elect two co-chairs;

- One Trainee in an Adult specialty
- One Trainee in a Paediatric specialty

Chairs must already be members of the Committee to be eligible for appointment. The Committee will elect one or two members to represent the Trainees' Committee on the Committee. They will attend the QLD Committee meetings.

#### 5. MEETING

This section is to be read in conjunction with the [Governance of College Bodies By-law](#).

##### 5.1. Number of Meetings

The College Body shall hold a minimum of four meetings per calendar year with the provision of one face to face meeting per year and the rest held via videoconference.

##### 5.2. Chair

The Chair/s or their appointee will Chair all meetings.

##### 5.3. Quorum

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

## 5.4. Voting

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

## 5.5. Secretariat

One of the Trainee Committee members will be the Secretariat as voted by the Committee. Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

## 5.6. Committee Reviews

The Committee are to undertake a skill and experience review annually.

The Committee are to review their performance against this By-law every two years.

## 6. REPORTING

The Committee must report and make recommendations to the QLD Committee as required.

The Committee is required to provide to the QLD Committee each year:

- A new or updated Work Plan (Work Plans may be one or two years).
- A report against the preceding years' Work Plan.
- Meeting minutes once confirmed.

## 7. DEFINITIONS

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

## 8. HISTORY

Commencement
These Terms of Reference were approved by what was known as the Queensland Regional Committee and commenced on 16/03/2017

<b>Revision</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
1.0	14 March 2022	Revised to include the provision of one face-to-face meeting per year.
2.0	6 April 2022	Approved by what was known as the Queensland Regional Committee on 6 April 2022.
3.0	6 September 2022	Amended into new template
	22 June 2023	Amended by removing the word 'Regional' from all TOR, following the Board approval of name change for all Regional Committees to be known as States and Territories Committees.