

RACP Position Description

POSITION TITLE	RACP Aotearoa New Zealand President-Elect
ABOUT THE POSITION	
Purpose of the position	<p>To collaborate with the Aotearoa New Zealand President and Aotearoa New Zealand Committee in guiding the governance framework and direction of the College in New Zealand in a mutually co-operative and consultative atmosphere, consistent with the delegated authority to the Aotearoa New Zealand Committee.</p> <p>To ensure a smooth transition to the Aotearoa New Zealand President position, the role will provide the individual with the opportunity to become fully conversant with:</p> <ul style="list-style-type: none"> • the College's Constitution, By-laws, governance processes and the workings of the Board and Aotearoa New Zealand Committee • the College Strategic Plan • issues being faced by the College that will carry forward, and in particular those relating to the College in New Zealand <p>to take a leadership role in the area of policy and advocacy in New Zealand</p>
Primary interactions	Aotearoa New Zealand President, the College Board, Aotearoa New Zealand Committee members, all Fellows and Trainees of the College in New Zealand, New Zealand Division Committees and other committees of the College within New Zealand, Faculties, Chapters and Societies, and relevant external bodies
Context of position - Information about the work unit - reporting relationships	<p>The Aotearoa New Zealand Committee is a committee of the RACP Board. Consistent with the Constitution, the Aotearoa New Zealand Committee is established to conduct the affairs of the College within New Zealand. The cross-College By Laws and the Aotearoa New Zealand Committee By-Laws guide the operations of the Aotearoa New Zealand Committee. The Aotearoa New Zealand Committee provides a leadership and a support role for Fellows and Trainees of the College in New Zealand.</p> <p>The Aotearoa New Zealand President-Elect works collaboratively with the Aotearoa New Zealand President and the Aotearoa New Zealand Committee</p>
ABOUT THE PERSON	Knowledge, qualifications/training, experience, personal attributes
Essential attributes	<ul style="list-style-type: none"> • Fellowship of the College in Aotearoa New Zealand, including all Divisions, Faculties and Chapters and Societies • Understanding of and commitment to Te Tiriti o Waitangi • Demonstrated experience in leadership • Demonstrated understanding of the medical education environment

	<ul style="list-style-type: none"> • Ability to lead a team • Experience and demonstrated effectiveness at developing a team and valuing all members • Attitudes of cooperation and positivity and high standards of ethical behaviours • Commitment to quality assurance and continuous development • Demonstrated high level written and oral communication skills 	
KEY RESPONSIBILITIES	Tasks/responsibilities	Frequency/dimensions
	<ul style="list-style-type: none"> • Provide assistance and advice to the Aotearoa New Zealand Committee in consultation with the Aotearoa New Zealand President and New Zealand Manager • Chair the Aotearoa New Zealand Committee in the absence of the Aotearoa New Zealand President • Represent the Aotearoa New Zealand President in his/her absence at other Colleges' functions, or events held in New Zealand • Represent the Aotearoa New Zealand President in his/her absence at New Zealand Faculty, Chapter, Society, annual scientific meetings, congresses or conferences • Assist in aligning the governance of the College to the Strategic Plan of the College • Adhere to the RACP's policies 	
OTHER		
Extent of authority	The Aotearoa New Zealand President has access to the staff of the College in New Zealand to provide secretarial support and professional advice. These staff are line-managed by the Aotearoa New Zealand Manager on the basis of agreed work plans and resources as approved by the College Chief Executive Officer	