



Adolescent & Young Adult Medicine Committee (AYAMC) Position Description

Purpose of the Committee

The AYAMC is a joint committee of the Paediatrics & Child Health Division (PCHD) and the Adult Medicine Division (AMD). The responsibilities and functions of the AYAMC are set out in the [Terms of Reference](#). The AYAMC reports to the PCHD and AMD Councils, and the Chair, or a paediatric delegate, is a member of the PCHD Council and Executive Committee.

Please note:

- All position terms are for three years, with a maximum of two consecutive terms. The exception to this rule is the trainee representative who may serve a maximum of one three-year term. This term may be completed after gaining Fellowship.

Key stakeholders and relationships

AMD & PCHD Presidents; AMD & PCHD Councils; Chapters; College Policy and Advocacy Committee; PCHD Policy and Advocacy Committee and working groups; Fellows and Trainees of the Divisions; Specialty Societies and College Staff.

Essential attributes

- RACP Fellowship, or be a trainee of the PCHD or AMD (for trainee position only).
- Demonstrated commitment to the health and well-being of adolescents in Australia and Aotearoa New Zealand.
- Demonstrated understanding of the medical education environment.
- Demonstrated understanding of the health care service and policy environment.
- Experience and demonstrated effectiveness in working within a team and valuing all members.
- Attitudes of cooperation and positivity and high standards of ethical behaviours.
- Commitment to quality assurance and continuous development.

Additional attributes required for position of the Chair

- Fellowship of the RACP.
- Be fully conversant with the College's Constitution, Divisional By-laws, AYAMC Terms of Reference, College Strategic Plan.
- Demonstrated experience in leadership and ability to lead a team.
- Experience and demonstrated effectiveness at developing a team and valuing all members.
- Strong administrative and organisational skills.
- If the Chair is a Fellow of the PCHD, they will represent AYAMC on the PCHD Council. If however the Chair is a Fellow of the AMD, they will represent AYAMC on the AMD Council, and another member of the AYAMC will represent AYAMC to the PCHD Council as the AYAMC Chair's delegate.
- If the Chair is not a Fellow of AMD, one of the two AMD Fellows will also sit on AMD Council as the AYAMC representative.

Key tasks & responsibilities

- Attend AYAMC meetings (generally 1 x one-day face-to-face meeting and 3 x two-hour Zoom meetings each year).
- Assist the Chair of AYAMC in determining Committee priorities and an annual work plan. Develop, coordinate, implement and monitor the activity of the AYAMC work plan.
- Receive and provide advice and direction about health policy, professional affairs and other matters relevant to AYAM through the Division Councils and Policy and Advocacy Committees.
- Act as an authoritative source of direction and advice within the College in regard to AYAM.

- Assist the Chair in guiding the direction of AYAM in a mutually co-operative and consultative atmosphere.
- Adhere to the RACP's policies relating to roles & responsibilities, prevention of discrimination and harassment, code of conduct and conflict of interest.

Additional key tasks & responsibilities of the Chair

- Chair the AYAMC meetings.
- Attend PCHD Council meetings (generally 1 x two-day face to face meetings and 3 x three hour Zoom meetings each year).
- Contribute to the development of the PCHD Annual Plan and assist in aligning this to the Strategic Plan of the College.
- Have oversight of developing, coordinating, implementing and monitoring the activity of the AYAMC work plan.
- Assist in ensuring that all sub-committees/working groups established by the AYAMC work productively and harmoniously.
- Assist in ensuring that the AYAMC works productively with the PCHD and AMD Councils, other relevant Committees and relevant departments of the College.
- Adhere to the [Manual for Chairs of College Bodies](#), including ensuring the efficient organisation and conduct of all meetings; and being adequately prepared for meetings.

Extent of authority

All members of the AYAMC have access to the staff of the College to provide secretarial support and professional advice. The Divisional office of the PCHD provides secretarial support to the AYAMC. These staff are line managed by the Manager of Peak Bodies on the basis of agreed work plans and resources.

Governance

All AYAMC members must adhere to the RACP's governance including:

- [Constitution](#)
- [By Law Governance of College Bodies](#)
- [AYAMC Terms of Reference](#)
- [Decision-making checklist for College Board and its College Committees](#)
- [By Law Establishment and Management of Working Groups](#)
- [Conflict of Interest](#)
- [College Code of Conduct](#)
- [Working Together Policy](#)
- [RACP Media & External Communications Policy](#)
- [Guidelines for Adherence to the RACP Media Policy](#)
- [RACP Travel Guidelines Policy](#)