

Position Description for Australasian Chapter of Addiction Medicine (AChAM)

Role	Elected Branch Member
Reports to	AChAM President
Location	Australia and Aotearoa New Zealand

Purpose of the Role

To represent the relevant State on the Chapter Committee and to support the Chapter Committee President in guiding the governance framework and direction of the Chapter in a mutually co-operative and consultative atmosphere.

Key Stakeholders and Relationships

Chapter President, Chapter Committee members, State Chapter Fellows and Trainees and Professional Affiliates.

Context of the Position

The AChAM Chapter has By-laws to guide its operations. The Branch Committee has responsibility to manage the affairs of the Branch and the Chapter Branch Guidelines.

The State Branch Committee provides input and feedback to the Chapter Committee on matters at State level on:

- Education in Addiction Medicine, including programs for Trainees and Continuing Professional Development.
- Health policy, professional affairs and other matters relevant to Addiction Medicine.

Responsibilities and Functions of the Chapter Committee

The Chair of the State Branch Committee is a member of the Chapter Committee and reports to the Chapter President who is accountable to the Division for the operations of the Adult Medicine Division Council and the responsibilities and functions of the Chapter Committee.

Essential Attributes

- Fellowship of the Australasian Chapter of Addiction Medicine (FACHAM)
- Be fully conversant with the College's Constitution, Chapter and Divisional By-laws, College and Chapter's Strategic Plan and the Divisional Business Plan
- Demonstrated experience in leadership
- Demonstrated understanding of the medical education environment
- 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
- Strong administrative and organisational skills
- Commitment to quality assurance and continuous development
- Demonstrated high level written and oral communication skills.

Key Responsibilities

- Chair Branch Committee meetings
- Attend Chapter Committee meetings
- Provide branch input and feedback to the Chapter
- Assist in aligning the Chapter's Business Plan to the Strategic Plan of the College
- Represent Chapter interests in State official functions
- Assist in ensuring that all sub-committees and all working groups of the Branch work productively and harmoniously
- Assists in ensuring that branch activities complement activities of the Chapter Education Committee, Education Deanery and the Dean and the respective Division Education Committee.
- Assists in ensuring that the Branch Committee works productively with the Directorate of Policy and Advocacy and the College Board President-elect and the respective Division Policy and Advocacy Committee.
- Ensure that Branch members adhere to the RACP's policies about prevention of discrimination and harassment.

Extent of Authority

The Branch Chair has access to the staff of the Chapter for the provision of secretarial support and professional advice. Chapter staff are line managed by the CEO of the College on the basis of agreed work plans and resources as approved by the Board.