

## Position Description for Australasian Chapter of Palliative Medicine (AChPM)

<b>Role</b>	AChPM President-Elect
<b>Reports to</b>	AChPM President
<b>Location</b>	Australia and Aotearoa New Zealand

### Purpose of the Role

To assist the Chapter 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, Chapter Fellows and Trainees.

### Context of the Position

The AChPM Chapter has By-laws to guide its operations.

The Chapter Committee has responsibility for receiving and providing advice and direction on:

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

### Responsibilities and Functions of the Chapter Committee

The President-Elect reports to the Chapter President who is accountable to the President of the Adult Medicine Division for the operations of the Chapter.

### Essential Attributes

- Fellowship of the Australasian Chapter of Palliative Medicine (FACHPM)
- Be fully conversant with the College's Constitution, Chapter and Adult Medicine Division By-laws, College and Chapter Strategic Plans, and the Division Business Plan
- Demonstrated experience in leadership
- Demonstrated understanding of the medical education environment
- Ability to lead a team
- Experience and demonstrated effectiveness in 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 Chapter Committee meetings in the absence of the Chapter President
- Attend meetings of the Adult Medicine Division Council (AMDC) in the absence of the Chapter President
- Attend Chapter Committee meetings
- Assist in establishing and further developing the Chapter
- Assist in aligning the Chapter's Business Plan with the Strategic Plan of the College
- Attend Chapter meetings and official functions
- Assist in ensuring that all sub-committees and working groups of the Chapter work productively and harmoniously
- Assist in ensuring that the Chapter works productively with the Education, Learning & Assessment Team, Strategy & People Team and RACP Dean and the Adult Medicine Division Education Committee.
- Assist in ensuring that the Chapter works productively with the Policy & Advocacy Team and the College President-Elect, and the Adult Medicine Division Policy and Advocacy Committee.
- Ensure that Chapter members adhere to the RACP's policies on prevention of discrimination and harassment.

### Extent of Authority

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