

## Position Description for the Australasian Faculty of Occupational and Environmental Medicine (AFOEM)

<b>Role</b>	ACT Regional Representative
<b>Reports to</b>	AFOEM Council
<b>Location</b>	Australia

### **Purpose of the Role**

To provide direction and support to the Australasian Faculty of Rehabilitation Medicine (AFOEM) President and council. The ACT Regional Representative is also the Chair of the AFOEM ACT Regional Committee unless an alternate member of the Regional Committee is approved by AFOEM Council.

### **Key Stakeholders and Relationships**

Faculty President, Faculty Council, Faculty Regional Committee, Fellows, and Trainees of the AFOEM.

### **Context of the Position**

- The AFOEM By-laws guide the Council's operations, responsibilities and functions. The AFOEM Council promotes occupational and environmental medicine and provide opportunities for continuous professional development (CPD) for Faculty Fellows. AFOEM Council members report to the AFOEM President and are accountable to the Faculty for the operations of the AFOEM Council.
- The AFOEM Terms of References guide the Regional Committee's operations, responsibilities and functions. AFOEM Regional Representatives report to the AFOEM President and are accountable to the Faculty for the operations of the AFOEM Regional Committee.

### **Essential Attributes**

- Fellowship of the AFOEM
- Resident in the region
- Be fully conversant with the RACP's Constitution, AFOEM By-laws, AFOEM Regional Committee's Terms of References the RACP Strategic Plan, and the AFOEM strategic and business plans.
- Demonstrated experience in leadership and understanding of governance
- Demonstrated understanding of the medical education environment in the region
- Attitudes of cooperation and positivity and high standards of ethical behaviour
- Strong administrative and organisational skills
- Commitment to quality assurance and continuous development

### **Key Responsibilities**

- Attend AFOEM Council meetings and AFOEM Regional Committee meetings.
- Assist in ensuring that AFOEM Council and AFOEM Regional Committee work productively and harmoniously.
- Ensure good governance of the AFOEM
- Assist the Chair, AFOEM Council and Chair, AFOEM Regional Committee (if applicable) in aligning the AFOEM strategic and business plans to the Strategic Plan of the RACP
- Assist the Chair, AFOEM Council and Chair, AFOEM Regional Committee (if applicable) in identifying and responding to new and emerging issues in the regions relevant to AFOEM as they arise.
- Ensure timely responses to requests for comment or report from the AFOEM Council, AFOEM Regional Committee and other AFOEM Committees
- Adhere to the RACP's policies, including prevention of discrimination and harassment

### **Extent of Authority**

Members of the AFOEM Regional Committee have access to the staff of the Faculty for provision of professional advice and secretariat support. Staff are line managed by the RACP Chief Executive Officer on the basis of agreed work plans and resources as approved by the Board.