

## Position Description for the Australasian Faculty of Rehabilitation Medicine (AFRM)

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

### Purpose of the Role

To assist the AFRM President in guiding the governance framework and direction of the Faculty in a mutually co-operative and consultative atmosphere.

### Key Stakeholders and Relationships

Faculty President, Faculty Council members, Fellows and Trainees of the AFRM, Specialty Societies and College staff.

### Context of the Position

- The AFRM By-laws guide the AFRM Council's operations, responsibilities and functions. The AFRM Council has responsibility for the AFRM educational and Continuing Professional Development Programs, policy and advocacy pertaining to Rehabilitation Medicine, and a leadership and supportive role for Fellows and Trainees.
- The AFRM President-Elect becomes President of the AFRM when the incumbent's term finishes.
- The AFRM President-Elect reports to the AFRM Council which is accountable to the RACP Board of Directors.

### Essential Attributes

- Resident in Australia or Aotearoa New Zealand
- Fellowship of the AFRM
- Be fully conversant with the RACP's Constitution, AFRM By-laws and the RACP Strategic 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 behaviour
- Strong administrative and organisational skills
- Commitment to quality assurance and continuous development
- Demonstrated high level written and oral communication skills.

### Key Responsibilities

- Chair AFRM Council meetings in the absence of the AFRM President
- Assist in further developing the AFRM
- Ensure good governance of the AFRM
- Assist in aligning the AFRM's Business Plan with the RACP's Strategic Plan
- Attend AFRM meetings and official functions
- Assist in ensuring that all sub-committees and working groups of the AFRM work productively and harmoniously
- Assist in ensuring that the AFRM works productively with the Education, Learning & Assessment Team, Strategy & People Team and RACP Dean.
- Assist in ensuring that the AFRM works productively with the Policy & Advocacy Team and the RACP President-Elect.
- Ensure that AFRM members adhere to the RACP's policies on prevention of discrimination and harassment.

### Extent of Authority

Members of the AFRM Council 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.