

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

Role	Trainee Representative
Reports to	AFRM QLD Regional Committee
Location	Australia

Purpose of the Role

To provide direction and support to the Australasian Faculty of Rehabilitation Medicine (AFRM) Regional Committee. The Trainee Representative is also a member of the AFRM Trainee Committee as the regional representative.

Key Stakeholders and Relationships

Faculty President, Faculty Council, AFRM Trainee Committee, Fellows, and Trainees of the AFRM.

Context of the Position

- The AFRM Terms of Reference guide the AFRM Regional Committee's operations, responsibilities, and functions. The AFRM Regional Committee advises the AFRM Council of matters relevant to the Faculty in the region, promotes Rehabilitation medicine in the region and provide opportunities for continuous professional development (CPD) for Faculty Fellows.
- AFRM Regional Committee members report to the AFRM Council and are accountable to the AFRM.

Essential Attributes

- Be a registered trainee of the Australasian Faculty of Rehabilitation Medicine (AFRM)
- Resident in the region
- Be fully conversant with the RACP's Constitution, AFRM Regional Committee's Terms of Reference, AFRM By-laws, the RACP Strategic Plan, and the AFRM 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 AFRM Regional Committee and AFRM Trainee Committee meetings.
- Assist in ensuring that AFRM Regional Committee works productively and harmoniously.
- Ensure good governance of the AFRM.
- Assist the Chair, AFRM Regional Committee and the Chair, AFRM Trainee Committee in aligning the AFRM strategic and business plans to the Strategic Plan of the RACP
- Assist the Chair, AFRM Regional Committee and the Chair, AFRM Trainee Committee in identifying and responding to new and emerging issues in the regions relevant to AFRM as they arise.
- Ensure timely responses to requests for comment or report from the AFRM Council; AFRM Trainee Committee and other AFRM Committees
- Adhere to the RACP's policies, including prevention of discrimination and harassment

Extent of Authority

Members of the AFRM 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.