

## Position Description for the Adult Medicine Division Council Elected Aotearoa New Zealand Representative

<b>Role</b>	Elected Aotearoa New Zealand Representative
<b>Reports to</b>	Adult Medicine Division (AMD) President
<b>Location</b>	Aotearoa New Zealand

### Purpose of the Role

To advise and provide support to the Adult Medicine Division Council (AMD Council) with its responsibilities as the peak decision-making body for AMD.

To represent the viewpoints and considerations of AMD Fellows of the College residing in Aotearoa New Zealand, relevant to necessary work undertaken within the AMD and decisions made by the AMD Council.

### Key Stakeholders and Relationships

AMD President, AMD Council members, Fellows and Trainees of the AMD, Fellows and Trainees of the Chapters of Addiction Medicine, Palliative Medicine and Sexual Health Medicine, the AMD-affiliated Specialty Societies, and College staff.

### Context of the Position

- The AMD has a [By-law](#) to guide its operations.
- The AMD Council reports to the RACP Board of Directors.
- Elected Aotearoa New Zealand representatives play a supporting role for AMD Fellows of the College residing in Aotearoa New Zealand in their continuing professional development, and AMD Council members with their responsibilities for AMD education programs for trainees.
- Elected Aotearoa New Zealand representatives work to provide an active link between AMD Fellows of the College residing in Aotearoa New Zealand and the AMD Council.

### Essential Attributes

- Membership of the AMD
- Resident in Aotearoa New Zealand
- Be fully conversant with the College Constitution, AMD Council By-law, RACP Strategic Plan, and the AMD Council work plan
- Demonstrated understanding of the medical education environment
- Attitudes of cooperation 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.

### Desirable Skills and Experience

- Indigenous knowledge, experience and cultural competency
- Experience in assessment of overseas trained professionals
- Ability and willingness to challenge and probe assumptions
- High-level understanding of effective decision-making processes.

### Key Responsibilities

- Attend AMD Council meetings
- Represent AMD Fellows of the College residing in Aotearoa New Zealand, relevant to the work of AMD Council
- Assist the AMD Council to further develop the AMD
- Assist in ensuring that AMD Fellows of the College residing in Aotearoa New Zealand and the AMD Council are working productively and harmoniously
- Ensuring to adhere to the RACP's policies on prevention of discrimination and harassment.

### Extent of Authority

AMD Elected Aotearoa New Zealand representatives have access to the staff of the College for provision of secretariat support and professional advice. These staff are line-managed by the CEO on the basis of agreed

work plans and resources as approved by the RACP Board.