

## **Chapter of Community Child Health Committee (CCCHC)**

### **Position Description**

#### **Purpose of the Committee**

The CCCHC was established to support the professional careers of Fellows and trainees, as well as to promote and advance the body of knowledge of community child health. The CCCHC is the peak decision-making body for the [Chapter of Community Child Health](#). The CCCHC has a [By-law](#) to guide its operations. The CCCHC reports to the PCHD Council, and the Chair is a member of the PCHD Council and Executive Committee.

Please note: all position terms are for three years, with a maximum of two consecutive terms. The exception to this rule is the trainee representative who may serve a maximum of one three-year term. This term may be completed after gaining Fellowship.

#### **Key stakeholders and relationships**

Members of the Chapter of Community Child Health; PCHD President; PCHD Council; PCHD Members; Advanced Training Committee in Community Child Health; PCHD Policy & Advocacy Committee and working groups; Specialty Societies and College Staff.

#### **Essential attributes**

- Fellowship of the RACP, or be a trainee in CCH (for trainee position only).
- Member of the Chapter of Community Child Health.
- Demonstrated understanding of the community child health environment.
- Experience and demonstrated effectiveness in working in a team and valuing all members.
- Attitudes of cooperation and high standards of ethical behaviours.
- Commitment to quality assurance and continuous development.

#### **Additional attributes required for position of the Chair**

- RACP Fellowship.
- Member of the Chapter of Community Child Health.
- Be fully conversant with the College's Constitution, CCCH By-law, PCHD By-law, College Strategic Plan.
- Demonstrated experience in leadership and ability to lead a team.
- Experience and demonstrated effectiveness at developing a team and valuing all members.
- Strong administrative and organisational skills.

#### **Key tasks & responsibilities**

- Attend CCCHC meetings (generally 1 x one day face-to-face meeting and 2 x two-hour Zoom meetings each year).
- Assist the Chair of CCCHC in determining Chapter priorities and an annual work plan for approval by the PCHD Council. Develop, coordinate, implement and monitor the activity of the Chapter work plan.
- Receive and provide advice and direction about health policy, professional affairs and other matters relevant to community child health through the Division Council and the Division's Policy and Advocacy Committee.
- Act as an authoritative source of direction and advice within the College in regard to community child health.
- Assist the Chair in guiding the direction of the Chapter in a mutually co-operative and consultative atmosphere.

- Adhere to the RACP's policies relating to roles & responsibilities, prevention of discrimination and harassment, code of conduct and conflict of interest.

### **Additional key tasks & responsibilities of the Chair**

- Chair the CCCHC meetings.
- Attend PCHD Council meetings (generally 1 x two-day face to face meetings and 3 x three hour Zoom meetings each year).
- Contribute to the development of the PCHD Annual Plan and assist in aligning this to the Strategic Plan of the College.
- Have oversight of developing, coordinating, implementing and monitoring the activity of the CCCHC work plan.
- Assist in ensuring that all sub-groups and working groups established by the CCCHC work productively and harmoniously.
- Assist in ensuring that the CCCHC works productively with the PCHD Council and other PCHD Committees as well as relevant departments of the College.
- Adhere to the [Manual for Chairs of College Bodies](#).

### **Extent of authority**

All members of the CCCHC have access to the staff of the College to provide secretarial support and professional advice. The Divisional office of PCHD provides secretarial support to the CCCHC. These staff are line managed by the Manager of Peak Bodies on the basis of agreed work plans and resources.

### **Governance**

All CCCHC members must adhere to the RACP's governance including:

- [Constitution](#)
- [By Law Governance of College Bodies](#)
- [CCCH By Law](#)
- [Decision-making checklist for College Board and its College Committees](#)
- [By Law Establishment and Management of Working Groups](#)
- [Conflict of Interest](#)
- [College Code of Conduct](#)
- [Working Together Policy](#)
- [RACP Media & External Communications Policy](#)
- [Guidelines for Adherence to the RACP Media Policy](#)
- [RACP Travel Guidelines Policy](#)