

## Position Description for the New South Wales/Australian Capital Territory Committee and its members

<b>Role</b>	New South Wales/Australian Capital Territory (NSW/ACT) Committee –Member Representative
<b>Reports to</b>	NSW/ACT Committee
<b>Location</b>	New South Wales/Australian Capital Territory

### Role of the Committee

The role of the NSW/ACT Committee includes:

- a) Advocate for and lead the development of New South Wales/Australian Capital Territory based policy priorities.
- b) Facilitate effective connections with New South Wales/Australian Capital Territory governments and advocate on behalf of the College, Fellows and trainees with health or other portfolio Ministers on locally based issues.
- c) Contribute to College wide policy through nomination and participation on the College Policy Advocacy Committee (CPAC) to represent New South Wales/Australian Capital Territory perspectives and to strategically shape the College's policy and advocacy agenda - including bringing locally based policy challenges to the attention of CPAC.
- d) Advocate for and promote College-wide education policy priorities within New South Wales/Australian Capital Territory with Fellows, trainees, health authorities and relevant stakeholders.
- e) Contribute to College wide strategic direction through nomination and participation on the College Council to represent New South Wales/Australian Capital Territory perspectives and to strategically shape the College's strategic agenda - including bringing locally based policy challenges to the attention of the Council.
- f) Enable positive interactions and liaison points with health-related organisations and regulators to support initiatives that improve health outcomes for local communities and maintain standards of the profession for local Fellows and trainees.
- g) Seek to represent the College in the media on local issues following receipt of approval via the College's media evaluation process.
- h) Recommend College representatives for nomination on external New South Wales/Australian Capital Territory bodies to the RACP President for approval.
- i) Facilitate and promote educational opportunities and deliver locally organised education forums for Fellows and trainees within New South Wales/Australian Capital Territory.
- j) Provide insights to the College Education Committee and the Continuing Professional Development Committee on the needs of New South Wales/Australian Capital Territory members.

A member of the Committee is elected by the NSW/ACT Committee members as the Chair

### Duties

- To act with the degree of care and diligence that a reasonable person might be expected to show in the role.
- To act in good faith in the best interests of the College and for a proper purpose, including avoiding conflicts of interest, and to disclose any conflicts if they arise – a duty of fidelity and trust to the College and its Membership.
- To not improperly use the position to gain an advantage for themselves or someone else or to the detriment of the College or its Membership.
- To not improperly use the information gained in the course of their duties to gain an advantage for themselves or someone else or to the detriment to the College or its Membership.

### Skills and Capabilities

The skills and capabilities required in a State and Territory Committee member of the College include:

- Belief in, and commitment to, the values, mission and objectives of the College;
- The ability to work as a constructive member of a State and Territory Committee where all members bear equal and joint responsibility for the decisions made, the value that is added to the organisation and the conduct of the Committee as a whole;
- Judgement and wisdom to monitor and oversee the work of the College's management without becoming involved in managing the operational responsibilities that the Board has delegated to the CEO and in turn to the State and Territory Staff;
- The ability to think strategically and analytically;
- The ability to present ideas succinctly and to focus on matters of prime importance;
- The ability to bring an independent mind to bear on all committee matters;
- Knowledge of the principles and practice of good governance; and
- The ability to relate to NSW/ACT Committee Members and College employees with courtesy and respect, while engaging in searching debate, appropriate questioning, and analysis of the organisation's performance.

### **Performance Expectations of Members**

In accordance with legal requirements and ethical standards, Committee members shall act in the following manner:

- Use the powers of their office for proper purposes and discharge their duties honestly and in good faith.
- Take all reasonable steps to ensure the College is operating legally, efficiently, and effectively in achieving its goals.
- Attend all NSW/ACT Committee meetings wherever possible, being aware that absence does not excuse a committee member from their duties and responsibilities.
- Be diligent and adequately prepared for all committee deliberations.
- Understand the role of the NSW/ACT Committee and the responsibilities of Committee members.
- Be familiar with the NSW/ACT Committees' Induction Handbook, the College strategy, the Constitution, and its By- laws, College policies and other relevant material.

### **Time Commitment**

A member of the NSW/ACT Committee should be prepared to make the following commitment of time and energy:

- Five Meetings per year of 1.5 hours in duration
  - Option to attend two In-person meetings (virtual attendance available), three virtual meetings
  - and either two half day videoconferencing or one-day face-to-face Committee member induction day
- College Ceremonies if held in their respective State and Territory.
- Attendance at NSW/ACT Committee meetings as required.
- Time to attend ad hoc teleconferences and emails associated with NSW/ACT Committee business.
- Committee members may be expected to chair an educational event or webinars and
- Committee members may also be called upon to represent the College at annual scientific meetings of their specific State and Territory or other duties when called upon.

### **Remuneration and Benefits**

Annual Remuneration            The role of any NSW/ACT Committee Member is unpaid.

Travel & other expenses

- All travel and accommodation expenses are covered for attendance at the two in-person NSW/ACT Committee meetings per year. This will be in accordance with the College Travel Policy
- Reasonable out of pocket travel expenses will be reimbursed.