



Division Council Member – Paediatrics & Child Health Division (PCHD Council) Position Description

Purpose of the Council

The purpose of this College Body is to be the College's peak body representing the interests of Fellows and trainees of the Paediatrics & Child Health Division.

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

Divisional President, Council members, Fellows and Trainees of the Division, Specialty Societies and College staff.

Context of the Position

- The [Division has By-Laws](#) to guide its operations.
- The Division Council will work with other relevant appropriate College Bodies and staff to provide a leadership and supportive role for trainees and Fellows.
- The Division Council reports to the College Board.
- Division Council members report to the President of the Division, are accountable to the Division for the operations of the Paediatrics & Child Health Division Council.

Essential Attributes

- Membership of the Paediatrics & Child Health Division.
- Be conversant with the College's Constitution, Divisional By-laws, College Strategic Plan and the Divisional Business Plan.
- Demonstrated commitment to the health and well-being of children and adolescents in Australia and Aotearoa New Zealand.
- Demonstrated experience in leadership.
- Demonstrated understanding of the medical education environment.
- Demonstrated understanding of the health care service and policy environment.
- Experience and demonstrated effectiveness at developing and working within a team and valuing all members.
- Attitudes of cooperation and positivity and high standards of ethical behaviours.
- Strong administrative and organisational skills.
- Commitment to safety, quality assurance and performance.
- Demonstrated high level written and oral communication skills.

Key Responsibilities

- Establish and further develop the Paediatrics & Child Health Division.
- Assist in aligning the Division Business Plan to the Strategic Plan of the College.
- Assist in ensuring that all sub-committees and all working groups of the Paediatrics & Child Health Division work productively and harmoniously.

- Assist in ensuring that the Paediatrics & Child Health Division works harmoniously with all Specialty Societies.
- Adhere to the RACP's policies on prevention of discrimination and harassment, code of conduct and conflict of interest.

Extent of Authority

Members of the Paediatrics & Child Health Division Council have access to the staff of the College to provide secretarial 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 Board.

Governance

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

- [Constitution](#)
- [By Law Governance of College Bodies](#)
- [PCHD 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](#)