



## **Paediatrics & Child Health Division's Policy & Advocacy Committee (PPAC) Position Description**

### **Purpose of the Committee**

The PPAC actively develops, coordinates, implements and monitors the policy and advocacy activities of the Paediatrics & Child Health Division (PCHD). The responsibilities and functions of the PPAC are set out in the [Terms of Reference](#). The PPAC reports to the PCHD Council, and has a dotted reporting line to the College Policy & Advocacy Committee (CPAC). The Chair of PPAC is a member of the PCHD Council and Executive Committee, and a member of CPAC.

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**

PCHD President; PCHD Council; PCHD Members; College Policy and Advocacy Committee (CPAC); PPAC working groups; Specialty Societies and College Staff.

### **Essential attributes**

- RACP Fellowship, or be a trainee of the PCHD (for trainee position only).
- Demonstrated understanding of the health policy 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.
- Demonstrated high level written and oral communication skills.

### **Additional attributes required for position of Advocacy representative**

- Demonstrated working understanding of the policy environment for children and young people with a focus on national and federal policy.
- Experience in advocacy through working in non-government and/or government agencies or services.
- An understanding of advocacy processes in the context of policy implementation.

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

- Be fully conversant with the College's Constitution, PCHD By-law, CPAC By-law, PPAC Terms of Reference, 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 PPAC meetings (generally 1 x one-day face-to-face meeting and 3 x two-hour Zoom meetings each year).
- Assist the Chair of PPAC in determining Committee priorities and an annual work plan for approval by the PCHD Council. Develop, coordinate, implement and monitor the activity of the PPAC work plan.
- Assist the Chair in responding to new and emerging policy and advocacy issues relevant to the PCHD as they arise.
- Act as an authoritative source of direction and advice within the College in regard to paediatrics, child and adolescent health policy and advocacy issues.

- Assist in developing, reviewing and updating position statements of the PCHD and developing submissions.
- 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 PPAC meetings
- Attend PCHD Council meetings (generally 1 x two-day face to face meetings and 3 x three hour Zoom meetings each year).
- Attend CPAC meetings.
- 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 PPAC work plan.
- Assist the PCHD President in responding to new and emerging policy and advocacy issues relevant to the PCHD as they arise.
- Assist in ensuring that all working groups established by the PPAC work productively and harmoniously.
- Assist in ensuring that the PPAC 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 PPAC 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 PPAC. These staff are line managed by the Manager of Peak Bodies on the basis of agreed work plans and resources.

#### **Governance**

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

- [Constitution](#)
- [By Law Governance of College Bodies](#)
- [PPAC Terms of Reference](#)
- [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](#)