

## Position Description for the South Australian Committee

<b>Role</b>	South Australian (SA) Committee – Adult Medicine Division Representative
<b>Reports to</b>	SA Committee
<b>Location</b>	South Australia

### Role of the Committee

The role of the SA Committee includes:

- a) Advocate for and lead the development of South Australian based policy priorities.
- b) Facilitate effective connections with South Australian 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 South Australian 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 South Australian 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 South Australian 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 South Australian bodies to the RACP President for approval.
- i) Facilitate and promote educational opportunities and deliver locally organised education forums for Fellows and trainees within South Australian.
- j) Provide insights to the College Education Committee and the Continuing Professional Development Committee on the needs of South Australian members.

A member of the Committee is elected by the SA 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 capability to think strategically and analytically;
- the ability to present ideas succinctly and to focus on the 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 SA 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 SA Committee meeting 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 SA Committee and the responsibilities of Committee members.
- Be familiar with the SA Committees' Induction Handbook, the College strategy, the Constitution, and its By- laws, College policies and other relevant material.

### **Time Commitment**

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

- Between 5-6 meetings per year of 2 hours meetings of those:
  - 2 face to face
  - Up to 5 via video conference 2 x ½ videoconference or 1-day face-to-face Committee members induction day.
- College Ceremonies if held in their respective State and Territory.
- Attendance at SA Committee meetings as required.
- Time to attend ad hoc teleconferences and emails associated with SA 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 SA Committee Member is unpaid.

Travel & other expenses

- All travel and accommodation expenses are covered for attendance at the one Face to Face SA Committee meeting per year. This will be in accordance with the College Travel Policy
- Reasonable out of pocket travel expenses will be reimbursed.