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Terms of Reference

Aotearoa New Zealand Policy and Advocacy Committee (Aotearoa NZ PAC)

Standing committee of the Aotearoa New Zealand Committee

Approved 2019



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1. INTRODUCTION AND PURPOSE

1.1 The Board has delegated powers to the Aotearoa NZ Committee (Aotearoa NZC) to enable it to conduct the affairs of the College in Aotearoa New Zealand.

1.2 The NZC has established the Aotearoa New Zealand Policy and Advocacy Committee (Aotearoa NZ PAC) as a standing Committee. The Aotearoa NZ PAC's direct reporting and accountability line is to the Aotearoa NZC.

The purpose of the NZ PAC is to:

1.2.1 Respond to New Zealand-specific issues in alignment with the strategic policy and advocacy priorities set by the Aotearoa NZC and the College Policy and Advocacy Committee (CPAC);

1.2.2 Identify emerging issues and develop recommendations on strategic policy and advocacy impact to Aotearoa NZC and CPAC;

1.2.3 Facilitate and ensure timely submissions are made by the RACP on policy issues generated by external organisations and publicly debated in the health sector;

1.2.4 Support appropriate initiatives that will assist Fellows and trainees to develop their cultural competence. This incorporates tikanga Māori values of manaakitanga (hospitality, kindness and support), whanaungatanga (relationships, sense of family connection) and mōhiotanga (knowledge, understanding, insight);

1.2.5 Conduct any other activities deemed appropriate by the Aotearoa NZC

1.3 The Aotearoa NZ PAC acknowledges Te Tiriti ō Waitangi / The Treaty of Waitangi and the foundational principles of bicultural partnership, participation, and protection it guarantees.

We therefore commit that all our policies will give consideration to the impact on the wellbeing and mana of Māori as tangata whenua and ensure that these policies uphold the above principles.

2. LIMITATIONS

2.1 The Aotearoa NZ PAC is to operate in accordance with:

2.1.1 The Constitution

2.1.2 The Governance of College Bodies Bylaw as amended from time to time

2.1.3 The Nomination and Election Process for the Board of the College and its College Bodies Bylaw as amended from time to time

2.1.4 All other Bylaws of the College

2.1.5 All policies and procedures of the College



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- 2.1.6 These Terms of Reference as approved by the NZC
- 2.1.7 All directions of the NZC

Where there is a conflict between

- (a) The Terms of Reference of the Aotearoa NZ PAC and the Constitution, the Constitution will take precedence
- (b) The Terms of Reference of the Aotearoa NZ PAC and any other Bylaw of the College, the Terms of Reference of the NZ PAC will take precedence
- (c) The Terms of Reference of the NZ PAC and
 - (i) A policy or procedure of the College
 - (ii) A direction of the Board or a Board Committee

The policy or procedure or direction of the Board shall take precedence.

2.2 The Aotearoa New Zealand Policy and Advocacy Committee must not:

- 2.2.1 Enter into any contractual relationships, including commitment of expenditure binding upon it or the College
- 2.2.2 Represent or imply in any way that the Aotearoa NZ PAC is independent of the College
- 2.2.3 Make public announcements on behalf of the College or Aotearoa NZ PAC without the approval of the Aotearoa NZ President, or if the Aotearoa NZ President is unavailable or conflicted, the Aotearoa NZ President-Elect or the Board. Announcements must be in accordance with the College media policy.

3. COMPOSITION

3.1 The Aotearoa New Zealand Policy and Advocacy Committee shall comprise of up to 10 members:

- 3.1.1 The Aotearoa NZ President-elect
- 3.1.2 The Chair of each of the Divisions or their nominee
- 3.1.3 Five (5) members from across the wider NZ membership of the College, with representation from the Divisions, Faculties and Chapters of the College. Representation from membership stages and NZ regions will be a consideration.
- 3.1.4 A Co-Chair of the New Zealand Trainees' Committee or their nominee
- 3.1.5 A consumer member (subject to development of College policies).

3.2 Representation across geographic, gender, age and ethnic distribution will be considered in determining the Committee's overall membership.

3.3 Corresponding members from other College Bodies, from within the wider College and external bodies, may be invited to inform the Committee on aspects of its work, and may attend face to face meetings at the invitation of the Chair and receive committee agendas and minutes as appropriate.

3.4 The Aotearoa NZ President and the Chair of the College Policy and Advocacy Committee (CPAC) are ex-officio members of the Aotearoa NZ PAC.



4. APPOINTMENT OF MEMBERS AND TENURE

- 4.1 All College Members of each Division, Faculty and Chapter of the College resident in New Zealand will be eligible to be appointed to the Aotearoa NZ PAC, subject to any separate Bylaws or Terms of Reference that may apply.
- 4.2 The term of Committee membership (including co-opted members and non-RACP members) will be two years. Members will be eligible for, but not entitled to, re-appointment for a further two-year term up to a maximum of three (3) two-year terms of continuous appointment. Re-appointment of a committee member will be at the discretion of the Committee and based on ongoing evaluation of performance.
- 4.3 The Chair of the Committee is to be appointed by the NZ Committee from the membership of the Aotearoa NZ PAC.
- 4.4 A Deputy Chair is to be elected from the membership of the Aotearoa NZ PAC.
- 4.5 The Aotearoa NZ PAC may apply to the Aotearoa NZ Committee to extend a period of appointment in exceptional circumstances.

5. MEETINGS OF THE COMMITTEE

- 5.1 The Committee shall meet up to five times a year, with one meeting face-to-face and up to four teleconferences or videoconferences, with the Chair having the discretion to increase the number of teleconferences or videoconferences if necessary. In addition, a progress report (as part of the Aotearoa NZ PAC weekly cycle) conducted by email will be distributed.
- 5.2 If at any time the number of Members present is less than the quorum of 50 per cent of available Members then the Committee may only meet for discussion purposes.

6. REPORTING

- 6.1 The Aotearoa NZ PAC is accountable to the Aotearoa NZ Committee. The NZ PAC will also provide a report to the NZ Committee at each meeting as stated in the NZ Committee Bylaw.
- 6.2 The Aotearoa NZ PAC is accountable to the College Policy and Advocacy Committee on issues that have been identified as College strategic priorities.
- 6.3 The NZ PAC may make exception reports to the Aotearoa NZ Committee to address emergent issues or risk management issues as required.

Terms of Reference History as from 28 February 2013		
Commencement of terms of reference		
These terms of reference were approved by the New Zealand Committee on [Date] and commenced on that date		
Subsequent amendments to the terms of reference		
Item	Amendment	Commenced
1	Amend Clause 1.2 as follows: population of standard section in template to reflect current purposes.	Feb 2013
2	1.4 population of standard section to reflect current relationships	Feb 2013
3	2.3 additional clause requiring review by NZ PAC or NZC to ensure NZ Committees do not develop policy in isolation ensuring consistency cross College.	Feb 2013
4	3.1 population to reflect composition	Feb 2013
5	RACP President Elect is added as ex officio bringing knowledge of College wise P&A as chair of CPAC	Feb 2013
6	4.4 process of appointment of Chair replaced by statement that Chair is NZ President.	Feb 2013
7	4.5 clause deleted as re-appointment as Chair not an option as NZ President is fixed term.	Feb 2013
8	4.6 deletion of Deputy Chair being appointed to position of Chair, no longer valid with Chair set as NZ President	Feb 2013
9	4.7 Addition enabling nominee to represent spreading workload	Feb 2013
10	3.1.1 and 4.4 amended to reflect removal of NZ President as set Chair due to workload impact. Reinstating appointment by NZC.	May 2014
11	Inclusion of clause 1.3 on Te Tiriti o Waitangi (the Treaty of Waitangi)	March 2018
12	Inclusion of clause 1.2.4 on tikanga Māori values	November 2018
13	Purpose and composition reviewed and updated by the NZ PAC to reflect its primary role as the Committee which develops submissions on behalf of the RACP in Aotearoa NZ, while strategic projects are the remit of the Aotearoa NZ Committee	March 2019