

# **Member Health and Wellbeing Committee**

## **Terms of Reference**

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# 1. Overview

These Terms of Reference are to be read in conjunction with the Governance of College Bodies By-law. Both documents govern the College Body.

## 1.1. Established

The Member Health and Wellbeing Committee is established under the authority of the RACP Board to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

## 1.2. Term

The term of this Member Health and Wellbeing Committee is for three years.

# 2. Purpose

The purpose of the Member Health and Wellbeing Committee is to increase awareness of wellbeing issues in physicians and trainees and oversee the ongoing management and implementation of the Physician Health and Wellbeing Strategy and associated activities.

# 3. Functions

The functions of the Member Health and Wellbeing Committee are:

- a) to represent the view of physicians and trainees on health and wellbeing
- b) to promote the personal and psychological health and wellbeing of physicians and trainees
- c) to advocate on behalf of physicians and trainees in matters relating to health and wellbeing
- d) to provide expert advice on matters relating to member health and wellbeing
- e) to increase awareness of wellbeing issues in physicians and trainees
- f) to oversee the ongoing management and implementation of the Physician Health and Wellbeing Strategy and associated activities
- g) to provide guidance on the evaluation of the Physician Health and Wellbeing Strategy
- h) to work with College health and wellbeing staff to revise the Physician Health and Wellbeing Strategy when required.

# 4. Member Composition

The Membership of the College Body shall comprise up to ten members, comprising:

## 4.1. Ex-officio Members

- one RACP Board member nominated by the RACP Board

## 4.2. Appointed Members

Up to nine appointed members comprising:

- a representative from the Adult Medicine Division
- a representative from the Paediatrics and Child Health Division
- a representative from each of the Faculties
- a representative from a Chapter of the College
- up to three trainee representatives

### 4.3. Committee Chair and Deputy Chair

- On the recommendation of the Committee, the Board will appoint one of the members of the Committee as Chair of the Committee.
- The Committee may appoint one of the members of the Committee as Deputy Chair of the Committee to further the purposes of the Committee.
- The Chair and Deputy Chair of the Committee must be Members of the College.

### 4.4. Community Members

- one member of the College's Consumer Advisory Group

### 4.5 Co-opted members

Co-opted members may be appointed for a particular purpose or term.

## 5. Meeting

The Chair or their appointee will Chair all meetings.

A quorum is one half of the total College Body membership.

Decisions will be made by consensus of the majority of members.

The College Body will meet up to four times a year by video conference and one face-to-face meeting per annum.

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

## 6. Reporting

The College Body must report and make recommendations to the RACP Board as required.

The College Body is required to provide to the RACP Board each year:

- a new or updated Work Plan (Work Plans may be one or two years)
- a report against the preceding years' Work Plan.

## 7. Definitions

Board	The Board of Directors of The Royal Australasian College of Physicians
Working Group	The Diversity Lead Representative Working Group
Circular Resolution	A written resolution circulated to College Body members without a meeting being held and passed if 75% members of the respective College Body, entitled to vote on the resolution, sign a document or send an email containing a statement that they are in favour of the resolution set out in the document. The document is called a written or circular resolution.
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.

Conflict of Interest	<p>A conflict of interest arises when the interest of a member (or those of their families, friends or other organisations within which they are involved) are incompatible or in competition with the interests of the College. A conflict may relate to either a financial or non-financial interest.</p> <p>A financial interest refers to the possibility of a financial or other material gain arising in connection with decision making (e.g. awarding a contract to a company with which a member is involved, the awarding of a service contract to a member's spouse, the making of a grant to a member's child).</p> <p>A non-financial interest refers to benefits not linked directly to material gain (e.g. career enhancement, professional recognition, status or fame).</p> <p>If not avoidable and not managed appropriately and transparently conflicts of interest have the potential to: damage effective decision making; undermine the functioning of a College Body; and attract adverse publicity.</p> <p>The Conflicts of Interest Policy sets out a process to manage any conflicts and perceived conflicts that may arise from membership of a College Body.</p>
Ex-officio	<p>An ex-officio member of a College Body is a position held by virtue of one's office or official status e.g. Position on a Committee held due to holding office of President.</p> <p>The term of an ex-officio member is equivalent for the term in which they were appointed.</p>
Member of a College Body	An elected or appointed (including Ex-officio and co-opted) member of a College Body, including the President.
Member of the College	This has the same meaning as defined in the Constitution (Fellow or Trainee), including Honorary Fellows.

## 8. History

<b>Commencement of Terms of Reference (TOR) on 16 April 2021</b>		
This TOR was approved by the RACP Board on 16 April 2021 and commenced on that date.		
<b>Subsequent Amendments</b>		
Item	Amendment	Date Commenced
1	Number of members increased, and Chair selected from the Committee.	20 August 2021
2		
3		
4		
5		