

Membership Diversity Advisory Group

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 Membership Diversity Advisory Group 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.

2. Purpose

The purpose of Membership Diversity Advisory Group is to develop and oversee the implementation of a comprehensive Membership Diversity Plan (the plan).

The purpose of the plan is to guide the College in advancing diversity, equity, and inclusion of the RACP membership in all College activities. The plan will aim both to remove barriers that may prevent diverse participation in physician practice and leadership roles and will facilitate best practice in this area. The Membership Diversity Advisory Group will work in consultation with the Māori Health Committee and Aboriginal and Torres Strait Islander Health Committee, together with RACP Strategic Partners.

The Membership Diversity Advisory Group will be established for a period of 24 months from the date of its inception. After this period, the Board will advise whether to disestablish or continue the group and, if continued, for what length of time.

This process will continue until such time as the Board determine the Membership Diversity Advisory Group should cease.

3. Functions

The functions of the Membership Diversity Advisory Group are:

- a) to develop a vision statement and to define diversity in the context of the RACP;
- b) to engage and consult with the RACP membership to develop a Diversity Statement of Commitment;
- c) to develop an RACP Membership Diversity Strategy and Framework;
- d) to develop an action plan to implement the objectives as set out in the Diversity Framework;
- e) to review and monitor progress against the Diversity Framework action plan on behalf of the RACP Board and provide progress updates as required;
- f) to work with all College Bodies for the successful implementation of the Diversity Framework action plan and adherence to the College's Diversity Statement of Commitment across the College;
- g) to propose the inclusion of a diversity statement within the membership clause of all College Body By-laws and Terms of Reference;
- h) to promote the benefits of diverse representation on all College Bodies; and
- i) to develop a communications strategy to inform the membership and relevant stakeholders of the College's commitment to diversity.

4. Member Composition

The Membership of the College Body shall comprise up to 11 members, comprising:

4.1. Ex-officio Members

- one RACP Board member nominated by the RACP Board (Chair of the Membership Diversity Advisory Group);
- one RACP Fellowship Committee member nominated by the RACP Fellowship Committee.

4.2. Appointed Members

Up to 8 appointed members comprising:

- one member of the Gender and Equity in Medicine Working Group;
- up to four RACP Fellows with relevant skill and experience; and
- up to three RACP trainees with knowledge and interest in matters that are within the remit of the Advisory Group, and backgrounds that ensure a range of perspectives are able to be provided to the Advisory Group.

4.3. Community Members

One member of the RACP Consumer Advisory Group.

4.4. 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 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 year's Work Plan.

7. Definitions

Board	The Board of Directors of The Royal Australasian College of Physicians
Working Group	The Membership Diversity Advisory 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	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. 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). A non-financial interest refers to benefits not linked directly to material gain (e.g. career enhancement, professional recognition, status or fame). 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. 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.
Ex-officio	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. The term of an ex-officio member is equivalent for the term in which they were appointed.
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

Commencement of Terms of Reference (TOR) on 18 June 2021		
This TOR was approved by the RACP Board on 18 June 2021 and commenced on that date.		
Subsequent Amendments		
Item	Amendment	Date Commenced
1	4.2 Appointed Members The Māori Health Committee member and Aboriginal and Torres Strait Islander Health Committee member representatives requirement removed (as these Committees have indicated they do not have the capacity to provide this level of input).	19 November 2021
2	2. Purpose	19 November 2021

	The Membership Diversity Advisory Group will work in consultation with the Māori Health Committee and Aboriginal and Torres Strait Islander Health Committee, together with RACP Strategic Partners.	
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