

## Position Description for Australasian Chapter of Sexual Health Medicine (AChSHM)

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|-------------------|------------------------------------|
| <b>Role</b>       | Policy and Advocacy Lead           |
| <b>Reports to</b> | AChSHM President                   |
| <b>Location</b>   | Australia and Aotearoa New Zealand |

### Purpose of the Role

To assist the Chapter President in guiding the governance framework and direction of the Chapter in a mutually co-operative and consultative atmosphere.

### Key Stakeholders and Relationships

Chapter President, Chapter Committee, Training Committee and its sub-committee members, Chapter Fellows and Trainees and College staff.

### Context of the Position

The AChSHM Chapter is part of the Adult Medicine Division of the RACP and its role is to:

- Support the professional careers of its Fellows and Trainees.
- Work with other relevant appropriate College Bodies and staff in relation to education and training, policy and advocacy, and any College matters as they relate to the specialty of sexual health medicine.

### Responsibilities and Functions of the Chapter Committee

The Policy and Advocacy Lead reports to the Chapter President who is accountable to the President of the Adult Medicine Division for the operations of the Chapter.

### Essential Attributes

- Membership of the Australasian Chapter of Sexual Health Medicine (FACHSHM) or an AChSHM advanced trainee for the trainee representative role.
- Be familiar with the relevant governance documents such as the Constitution, the Chapter and Adult Medicine Division by-laws, the Governance of College Bodies by-law, and other Board documents and policies.
- Attitudes of cooperation and positivity and high standards of ethical behaviour.
- Commitment to quality assurance and continuous development.

### Key Responsibilities

- Attend meetings of the Chapter Committee, usually four meetings a year (one face-to-face and three via videoconference).
- Assist in developing the Chapter's activities across the College.
- Support communication between the College, the Chapter, and all of the Chapter's sub-committees and working groups.

### Extent of Authority

The Chapter Committee receives secretariat support and professional advice by members of the College staff, on the basis of work plans and resources as approved by the Board.