

1. TITLE

Rural Education Committee (REC) – TERMS OF REFERENCE

- 1.1 Approval Date:** February 2025
- 1.2 Revision Due Date:** February 2028
- 1.3 Unit Responsible:** Rural Faculty

2. POLICY DECLARATION

- 2.1.** The RACGP Constitution empowers the Board, by clause 90, to establish one or more committees of such member or members of the College as the Board thinks fit. Any committee or sub-committee so formed must conform to any regulations imposed by the Board. The advice and assistance provided to the Board by its committees vitally assists the College's mission. The importance of the matters dealt with by such committees, reflected in the requirements of clause 90 of the Constitution, means that a clear Terms of Reference document is required to ensure appropriate governance and effectiveness.
- 2.2.** The following provisions set out clearly the terms of establishment of the Rural Education Committee (REC), its membership, responsibilities and proceedings, save and except only to the extent otherwise specifically regulated in any particular instance.

3. AUTHORITY

- 3.1.** This document has the force of a Regulation made by the Board in accordance with clause 70(b)(v) of the Constitution and replaces all prior Regulations dealing with the same subject matter, other than those contained within the Faculty Regulations and the Standing Orders.

4. ESTABLISHMENT

- 4.1.** The REC is an advisory committee to RACGP Rural and operates under The Royal Australian College of General Practitioners (RACGP) Faculty Regulations
- 4.2.** The REC was established in 1996.

5. MEMBERSHIP

5.1. Members

5.1.1. The REC consists of the following membership:

- (a) RACGP Rural Chair
- (b) RACGP Rural Censor
- (c) Six RACGP Rural members, with experience in rural general practice (GP) education, ideally including
 - I. One registrar
 - II. One medical educator or GP with links to or experience in general practice training
 - III. Two GPs who have completed the FRACP and FARGP/FRACP-RG
 - IV. One GP with experience with or links to a workforce agency

5.2. Term of Appointment

- 5.2.1. Members will be appointed for a term of three years, with a maximum of two consecutive three-year terms allowed.
- 5.2.2. Members who have served two consecutive terms may be permitted an additional three-year term upon consensus agreement from the committee
- 5.2.3. Members who have served the maximum allowable period may be eligible for reappointment to the REC following an absence of one three-year term from the REC
- 5.2.4. A member who does not attend three REC meetings in 12 months without notifying the REC will be deemed to have withdrawn from the REC and their position will be declared vacant.

5.3. Processes for Appointment

- 5.3.1. The REC will discuss succession planning annually in an attempt to ensure new members are joining the committee and members are primed to take on the toles of Chair and Deputy Chair.
- 5.3.2. RACGP Rural Council will appoint the Chair of the REC
 - (a) The term of office for the Chair will be for a period of two years. Any REC member may serve as the Chair for a maximum of two consecutive terms, inclusive of REC membership.
 - (b) In extenuating circumstances, the RACGP Rural Board may appoint a Chair whose membership exceeds the REC membership timelines; this will be for a period of two years only.
 - (c) In the absence of the Chair at a REC meeting, the Deputy Chair shall be the Acting Chair.
- 5.3.3. The REC will appoint the position of Deputy Chair.
 - (a) The term of office for the Deputy Chair will be for a period of two years only.
- 5.3.4. REC member vacancies will be advertised in RACGP publications. Expressions of interest will be open for a four week period.
- 5.3.5. RACGP Rural members expressing an interest in filling any vacant REC position will have their expression of interest by the REC Chair, Rural Censor and Chair of the RACGP Rural Council.
- 5.3.6. The REC can co-opt RACGP members to join the REC when a vacancy is available. The term for a co-opted member is up to three years. They are eligible to be co-opted for two terms.
- 5.3.7. Ex-officio committee members may participate in meetings of the REC, but do not have voting rights and include the following:
 - (a) Chair, RACGP Education and Workforce Committee
 - (b) Chief Education Officer, RACGP

- (c) Censor-in-Chief, RACGP
- (d) National Clinical Lead, RACGP Rural
- (e) Head of Rural
- (f) Rural Manager
- (g) Rural Policy Coordinator
- (h) Rural Education Coordinator

5.4. Conduct

5.4.1. Every member of the REC shall comply at all times with the RACGP Member Code of Conduct.

6. PROCEEDINGS

6.1. Responsibilities

6.1.1. The REC will enhance excellence and innovation in rural general practice training and education by contributing advice to the development and implementation of:

- (a) Standards
- (b) Curriculum
- (c) Assessments
- (d) Quality assurance
- (e) Continuing professional development activities

6.1.2. The REC will provide advice to the RACGP Rural Council and RACGP Rural on the education strategy for the Rural Generalist (RG) Fellowship and the transitioning Fellowship in Advanced Rural General Practice (FARGP), and other related rural educational activities.

6.1.3. Proactively develop new strategies to support the provision of general practice education in rural and remote communities across Australia.

6.1.4. Provide advice to the RACGP on initiatives related to the Joint Consultative Committees (JCC).

6.1.5. Consider any other matters pertinent to rural general practice education and training, and rural workforce issues as required or as delegated by the RACGP Rural Council, RACGP Education and Workforce Committee or RACGP Management.

6.2. Conflicts of Interest

- 6.2.1. Members must disclose any actual or potential conflicts of interest, including any financial or other interest or affiliation that bears on any general education content reviewed by the REC.

6.3. Meetings

- 6.3.1. The REC will meet three to four times a year via teleconference for approximately 90 minutes at a time and date mutually agreeable to the majority of members.
- 6.3.2. The REC will also meet once a year for a face-to-face meeting where possible. The time and location of this meeting will be advised to all members with 60 days notice.
- 6.3.3. Quorum is met if at least four committee members are present. If less than four committee members attend a meeting, then that meeting will be rescheduled to another date.
- 6.3.4. A call for agenda items will be announced 14 days prior to the next scheduled meeting. Members must submit all agenda items by close of business 7 days prior to the next meeting.
- (a) The final agenda with relevant supporting papers will be distributed via email to all REC members 7 days prior to the next scheduled meeting.
 - (b) The Chair has the right to refuse to list an item on the formal agenda, but all members may raise an item under 'Other business' if necessary and as time permits.

6.4. Recording and Reporting

- 6.4.1. Minutes will be kept of each meeting. The minutes will capture a summary of discussion for each agenda item and include any actions, outcomes, decisions and/or recommendations relevant for that item.
- (a) Draft unconfirmed minutes will be completed by RACGP Rural staff and circulated to REC members for review no later than 14 days following each meeting. The draft unconfirmed minutes (with or without amendments) will be presented at the next REC meeting for confirmation from voting members present that they are a true reflection of that meeting.
 - (b) Confirmed minutes will be tabled at the next RACGP Rural Council meeting.

