



Education Committee Terms of Reference

July 2015

1. Title of Committee

National Faculty of Aboriginal and Torres Strait Islander Health Education Committee ('the Committee')

2. Reporting to

The Committee is an advisory committee to the RACGP National Faculty of Aboriginal and Torres Strait Islander Health Board and operates under the RACGP Faculty Regulations.

3. Date of Establishment

The Committee was established in 2011.

4. Functions and Responsibilities

- Enhance excellence in Aboriginal and Torres Strait Islander health training as part of general practice vocational training and post fellowship quality improvement and continuing professional development.
- Provide support for Aboriginal and Torres Strait Islander registrars.
- Provide advice to the National Faculty of Aboriginal and Torres Strait Islander Health Board on educational matters including the development, implementation and review of an education work plan.
- Consider any other matters relevant to general practice education as it relates to Aboriginal and Torres Strait Islander health as required.

5. Membership

The Committee will be composed of the Chair or Deputy Chair of the National Faculty of Aboriginal and Torres Strait Islander Health, Faculty Censor and Faculty Provost, four other National Faculty of Aboriginal and Torres Strait Islander Health members who are Fellows of the RACGP and two Aboriginal and Torres Strait Islander community members with experience in GP education. All positions will be advertised via the Faculty's e-bulletin.

From 1 January 2016 Committee terms will be for three years, with a maximum of two consecutive 3-year terms allowed. Members who have served the maximum two consecutive terms may be eligible for membership of the Committee following an absence of one 3-year term.

Faculty members expressing an interest in filling any vacant committee position will have their expression of interest reviewed by the Committee Chair, Faculty Censor and Chair of the Faculty Board.



A member who does not attend three Committee meetings in 12 months without notifying the Committee will be deemed to have withdrawn from the Committee and their position will be declared vacant.

The Committee can co-opt one RACGP member or one Aboriginal and Torres Strait Islander Community member to join the Committee from time to time and as required. The term for a co-opted member is two years. They are eligible to be co-opted for two terms.

Ex-officio committee members hold a position on the Education Committee granted by virtue of holding another office. Ex-officio members of the Education Committee include the following:

- Chair National Standing Committee - Education
- RACGP General Manager Education
- Manager National Faculty of Aboriginal and Torres Strait Islander Health
- Team Leader National Faculty of Aboriginal and Torres Strait Islander Health
- Medical Advisor Aboriginal Health

Ex-officio members will attend all meetings and receive minutes but do not have voting rights.

6. Chair

The Chair of the Committee will be elected by a majority vote of the Committee members and the Faculty Board will be notified of the appointment.

The term of office for the Chair will be for two years. A Committee member may serve as the Chair for a maximum of two consecutive terms.

An election for the Chair of the Committee will be held at least 2 months before the Faculty Member Meeting.

In the absence of the Chair at a Committee meeting, the Faculty Censor shall be the Acting Chair.

In the absence of the Chair and Faculty Censor, the Chair or Deputy Chair of the Faculty Board shall be the Acting Chair for that meeting.

7. Management and Coordination

Management of the day to day operations of the Committee will be undertaken by Faculty staff at the direction of the Manager National Faculty of Aboriginal and Torres Strait Islander Health.

8. Finances

Education Committee members will be eligible to claim a sitting fee at the agreed RACGP rate for actual attendance time at face-to-face Committee meetings only. Community members will also be eligible to claim a sitting fee for teleconferences.

9. Quorum

A quorum for Committee meetings shall be one third of the committee members including two Aboriginal or Torres Strait Islander members.



10. Agenda items

The agenda will be composed of items brought by Committee members, relevant Faculty staff or referred by the National Faculty of Aboriginal and Torres Strait Islander Health Board.

All Committee agenda items must be submitted by close of business 21 days prior to the next scheduled meeting.

The final agenda with relevant supporting papers (approved by the Chair) will be distributed via email to all Committee members at least 10 days prior to the next scheduled meeting.

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.

11. Minutes and Meeting Papers

Minutes will be kept of each meeting. The minutes do not need to be verbatim, only needing to capture a summary of discussions for each agenda item and include any actions, outcomes, decisions and/or recommendations relevant for that item.

Draft unconfirmed minutes will be completed by Faculty staff and circulated to Committee members for review no later than fourteen (14) days following each meeting.

The draft unconfirmed minutes (with or without amendments) will be presented at the next Committee meeting for confirmation from voting members present that they are a true reflection of that meeting.

Confirmed minutes will then be tabled at the next Faculty Board meeting.

12. Frequency of Meetings

The Committee will meet three times a year via teleconference for approximately 90 minutes, at a time and date mutually agreeable to the majority of members.

The Committee will also meet once a year for a face-to-face meeting. The time and location of this meeting will be advised to all members with 90 days' notice.

13. Transitional arrangements

In accordance with these Terms of Reference, two members will be required to step down from the Committee on the following dates (if they have not done so already), but are eligible to reapply for a position on the Committee for another 3-year term. At a meeting of the Committee in 2015, members will randomly select members to step down at an appropriate time.

2016 – three positions become vacant
2017 – two positions become vacant
2018 – two positions become vacant
2019 – two positions become vacant