



<b>1.</b>	<b>POLICY TITLE</b>	<b>TERMS OF REFERENCE – REGISTRARS MEMBERSHIP ADVISORY COMMITTEE</b>
<b>1.1</b>	<b>Policy number:</b>	<b>PS-E-001.0</b>
<b>1.2</b>	<b>Category:</b>	<b>Education and Membership</b>
<b>1.3</b>	<b>Approval date:</b>	<b>June 2015</b>
<b>1.4</b>	<b>Revision due date:</b>	<b>June 2016</b>
<b>1.5</b>	<b>Unit responsible</b>	<b>Products and Services</b>

## **2. Policy Declaration**

This is the Terms of Reference (TOR) document for the Registrars Membership Advisory Committee (RMAC). The purpose of RMAC is to provide, through RACGP management, current Registrar member representative feedback, advice, general direction and profession specific information and advice which can be used to inform proposals to Council.

**This policy is approved and authorised by the CEO.**

## **3. Purpose**

The purpose of RMAC is to provide through RACGP management, current member representative feedback, advice, general direction and profession specific information and advice. In turn this advice can be used to inform proposals to Council.

1. To provide feedback, suggestions and views on areas on strategies to support, attract and retain Registrar members.
2. To present feedback and suggestions from other colleagues regarding member services that the RACGP can provide to assist Registrars in delivering high quality and safe patient care, and that support their daily clinical practice. This includes feedback on enhancing current services provided by the RACGP, as well as potential additional services the RACGP may consider providing.
3. To present feedback and suggestions from other colleagues regarding member services that the RACGP can provide to support Registrars quality of life.
4. Through the relevant faculty to be 'ambassadors' for the RACGP. This may include:
  - a. assisting in member engagement activities to encourage Registrar members in your local area to become more actively involved in the RACGP
  - b. and encourage non-member Registrar colleagues to take up RACGP membership.

RMAC members must have a thorough understanding of the Mission and Vision of the RACGP, the operating principles of a not-for-profit member organisation and be aware of the guiding principles of the RACGP Strategic Plan and the organisational brand strategy.



#### **4. Roles and Responsibilities**

The committee will consider the scope of the following RACGP membership activities as encompassed by the RACGP's strategic directions:

- Membership and Services
- Retention programs that may be specifically designed on a geographical, segmented, National or faculty-by-faculty basis
- Acquisition strategies to attract new RACGP members
- New and existing initiatives that impact on membership from a Registrar member's perspective
- Advice on appropriate membership policies including the provision of member services to Registrar members on faculty and national level.
- Other issues as presented by the General Manager, Products

#### **5. Committee Composition**

1. Committee members must be either Registrars or Recent Fellows (having Felloved no more than 2 years from date of appointment)
2. All Committee members must be financial members of the RACGP
3. The Committee shall include where practicable:
  - Registrar Representative on RACGP Council as Chair
  - At least one representative from each Faculty Board
  - Representatives from any other RACGP Board eg Board of Assessment
  - Representatives from any RACGP Expert Committee (REC)
4. A quorum of at least 4 member participants (including the Chair) is required for all meetings

#### Management participants

- Chief Executive Officer
- General Manager, Products
- RACGP Marketing Manager

The RACGP President has an ongoing, open invitation to all RMAC meetings.

#### **6. Appointment and Transition** RMAC consists of *ex officio* positions, as per clause 5.3.

Appointment of new RMAC committee members is automatic upon election to their corresponding office position as outlined with clause 5.3. The term of a RMAC member shall continue until they cease to hold their corresponding office position.

A member may be removed if they are absent for 2 consecutive meetings without the Chair's permission.

#### **7. Operating Procedures**

RMAC will meet at least quarterly with 3 meetings to be held by teleconference or videoconference and one meeting face-to-face. If further meetings are deemed necessary by Management or the Chair, reasonable and due notice will be provided to the Committee via email.

RMAC members are not remunerated. However, flight and accommodation costs will be paid for by the College for the RMAC face-to-face meetings that are convened, only if the committee member has attended a minimum of 3 meetings held via teleconference within the preceding year (if eligible to attend), and subject to the following:

- Where there are multiple representatives from a Faculty, Committee or Board, only one from each entity shall receive flights and accommodation to attend the face to face meeting
- This representative shall be peer- nominated by the other registrar members on that entity

With permission from the Chair and Senior Management, the RMAC may invite any relevant person/s to attend the meetings as either a participant or observer.

The Secretariat for the RMAC will be provided by the Marketing Department.

Draft Minutes should be prepared and sent to Committee members within 1-2 weeks of the meeting.

#### **8. Terms of Reference review**

These Terms of Reference will be reviewed annually.