

## Statement of Responsibilities: REC Chairs 2021-2024

1. The Chair (and in their absence the Deputy Chair) shall chair all meetings of the Committee and ensure that College policies are followed in deliberations of the Committee.
2. The **key responsibilities** of the Chair are to:
  - a. Direct the business of the Committee through the setting of the agenda
  - b. Ensure all members of the Committee are properly briefed and receive timely information relevant to matters in issue
  - c. Ensure that meetings are carried out in a fair and impartial way, allowing each member to contribute to the discussions with a view to the Committee arriving at a consensus on an issue
  - d. Oversee development and implementation of a 3-year work program\* for each triennium, itemised on a calendar yearly basis in collaboration with the General Manager. The work program will include the manner in which the Committee proposes to achieve its objectives in the role of providing assistance and advice to the Board and CEO.
  - e. Ensure committee members collaborate and contribute to discussion and the work plan
  - f. Establish working groups as required to develop and deliver the outputs associated with the Committee's program of work
  - g. Ensure reports requested by the Board and/or the CEO (or delegate) in relation to the Committee's area of expertise are provided as required
  - h. Where directed by the President and/or CEO respond to media requests within their area of expertise
  - i. Where directed by the President and/or CEO provide social media (Twitter, Facebook and blog) responses as required
  - j. Respond in a timely manner to requests from College staff for advice, comment, or for formal sign off on emerging issues, consultations, media and member enquiries etc. that arise in the REC area of responsibility.
  - k. Liaise with College staff as appropriate to ensure Committee decisions are properly considered and actioned as appropriate
  - l. Attend the majority of REC Committee meetings
  - m. Attend the majority of REC Chairs Board Subcommittee meetings.
3. **Other responsibilities** include:
  - a. Approve draft minutes for dissemination to REC members, within 14 days of the meeting, such minutes will be copied to the President, CEO and CEO's delegate upon dissemination
  - b. Attendance at the annual meeting of REC Chairs with the Board
  - c. Presentation of an annual report on the Committee's activities (extracts of which may be included in the annual report of the College) at the time and in the format requested by the President, Board or CEO
  - d. Ensure all committee members adhere to the member behaviour policy in relation to treatment of other committee members and staff.

#### 4. **Behaviours**

The Chair will comply at all times with the RACGP Member Code of Conduct and must, in particular:

- a. Work at all times within the strategic and policy directions of the College
- b. Be equally accountable and responsible for acting according to the principles associated with being a member of the Committee
- c. Act at all times in good faith in the interests of the College
- d. Promote a favourable image of the College.