

Position Description

Position Title	President	Reporting to	Board
Business Unit	Board	Direct reports	N/A
Classification	N/A	Date	February 2024

Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

Our Values

RACGP Employees are expected to uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower employees to create and drive innovation



Quality Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



Ethics Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



Professionalism Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

Role Overview

The President role is an elected office under the terms of the *RACGP Constitution* (cl. 61) and represents the RACGP. The President is also appointed as a Board director (*Constitution* cl. 60(a)) and has legal and common law responsibilities and duties. The Board of Directors is responsible for ensuring the RACGP fulfils its charitable purpose, objectives and meets all the legal responsibilities consistent with 'best practice' corporate governance. In performing its role, the Board aspires to excellence in governance. The Board's role is one of stewardship on behalf of the RACGP's members and other stakeholders to ensure that the RACGP remains sustainable and has a long term future. During the next term of office, the role will be expected to support the activities of the Governance Taskforce, which has been convened by the Board to modernise the RACGP's *Constitution* and strengthen the Board's structure.

President responsibilities

- Act as the key public figure for the RACGP.
- Be the voice of the College to members and the public.
- Be the spokesperson for RACGP policy as set by the Board.
- Represent the RACGP to key external stakeholders in accordance with the RACGP Spokesperson policy, including:
 - Ministers and their staff
 - Local and international medical colleges
- Represent (and chair where applicable) the College at external meetings that require professional involvement including but not limited to:
 - Committee of Presidents of Medical Colleges (CPMC)
 - WONCA World Council and Asia Pacific Regional Council
- Ensure that representation is based on College policy, the Board's consensus and is aligned to the objects of the Constitution and the RACGP's purpose and strategy.
- Build positive and collegial relationships with stakeholder groups.
- Encourage broad member involvement in College activities.
- Review, understand and endorse policy documents.
- Advocate for general practice quality, standards and training and the importance of the profession to meeting the RACGP's charitable outcomes.
- Establish and maintain an effective working relationship with the CEO and with the Board Chair.
- Mentor and onboard the President-elect for the responsibilities of the presidency as part of the induction process.
- Participate in leadership development as determined by the Chair of the Board from time to time.

Board director

- Perform duties as required by the Australian Charities and Not for Profits Governance Standards and under the *Corporations Act 2001*.
- Be familiar with and adhere to the RACGP Constitution and policies.
- As part of the Board, determine and work within the strategic and policy direction of the College.
- Work with the CEO and Board to oversee the strategic direction of the College as determined by Board.
- Provide advice to the RACGP Board, CEO, Faculty Chairs and the Chairs of the RACGP Expert Committees.
- Actively contribute to the work of RACGP committees, Taskforces and Working Groups and represent the College on external committees and undertake committee responsibilities as required by Board approved terms of references.
- Understand, declare and manage any potential conflicts of interest especially those arising from vested interests.
- Contribute positively to the future development and forward view of the College within the changing health environment of the nation.
- Contribute to and support the agreed governance principles of: mutual trust and respect, leave nothing unspoken; foster a culture of open dialogue, express clear and frank analysis of issues and ensure individual accountability whilst working collaboratively, professionally and respectfully with other Directors and the CEO.

Enabling documentation

- Constitution

- Letter of appointment
- Consent to Act
- Director identification Number

Qualifications and Experience

- Must be a Fellow, meet the Responsible Person requirements as required by ACNC Governance Standards and have no restrictions or conditions on their medical registration.
- significant previous experience and a proven track record as a leader.
- Significant previous experience and a proven track record as a Board Director.
- Have successfully completed the Australian Institute of Company Directors (AICD) – Company Directors Course or equivalent, and/or willingness to commit to such training and all Board related education.
- Have excellent written and verbal skills.
- Have a sound understanding of the principles of corporate governance (including appropriate training as above).
- Demonstrate diplomacy skills.
- Possess proactive problem-solving skills and seek positive solutions to problems.
- Have excellent planning and time management skills.
- Understand the time and energy commitments of the role.
- Have experience with and feel comfortable in dealing with the media.
- Have a strong depth of knowledge of the College and of profession and industry issues and challenges.
- Be responsive to multiple College needs within short timeframes.
- Be a positive role model for members and the profession.
- Have an understanding of organisational boundaries.
- Have an understanding of group dynamics and be prepared to listen, learn and lead.
- Be able to assimilate large amounts of information, review all material and quickly draw the thread between strategy and opportunity.

Your Relationships

Your role requires interaction with internal and external stakeholders including:

- RACGP Directors.
- Chair of the Board
- Chief Executive Officer
- Executive Leadership team
- Company Secretary
- Board Coordinator.
- Commonwealth Department of Health.
- RACGP employees.
- RACGP members.