

## Expert Committee Chair Role Description

Committee name	Number of members	Term	Effective
[Insert]	[insert current #]	3 years	21 November 2024- RACGP AGM

The RACGP Board of Directors has established the following Expert Committees:

- RACGP Expert Committee – Funding and Health System Reform.
- RACGP Expert Committee – Quality Care.
- RACGP Expert Committee – Research.
- RACGP Expert Committee – Standards for General Practices.
- RACGP Expert Committee – Practice Technology and Management.

### Role

The Committee Chair will have demonstrable experience, skills and expertise in the Committee's area of responsibility and is responsible for:

- Chairing meetings of the Committee and ensuring that RACGP policies are followed in deliberations of the Committee.
- Ensure all members of the Committee are properly briefed and receive timely information relevant to matters in issue.
- 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.
- Ensure Committee members collaborate and contribute to discussion and the development and delivery of the annual work plan for the Committee to direct its activities.
- Establish working groups as required to develop and deliver the outputs associated with the Committee's program of work.
- Ensure reports requested by the Board and/or the Chief Executive Officer (CEO) (or delegate) in relation to the Committee's area of expertise are provided as required.
- Where requested by the RACGP Media Team, respond to media requests within their area of expertise.
- Build and maintain strong professional networks and linkages across the health sector especially within the REC's area of responsibility.
- Devote adequate time to the role, including preparation for, regularly attending and participating in RACGP Chair Committee meetings.
- Represent the RACGP at internal and external meetings within the REC Chair's area of expertise.
- Declare and manage conflicts of interests in accordance with RACGP policy.
- Be well informed of national and international developments in general practice with the Expert Committee's area of responsibility.

- Lead and provide expertise to the development of RACGP position statements, submissions, guidelines, resources and other tools aimed at supporting the profession.
- 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.
- Liaise with College staff as appropriate to ensure Committee decisions are properly considered and actioned as appropriate.
- 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.
- Attendance at the annual presentation of REC Chairs with the Board.
- Preparation of reports on the Committee's activities to the Board.
- Ensure all committee members adhere to the member behaviour policy and the RACGP Code of Conduct in relation to treatment of other committee members and staff.

Leadership responsibilities:

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

Key selection criteria:

- Current financial member and Fellow of the RACGP.
- Previous experience as a Chair.
- Capacity to commit the required duration and expected participation over the term of appointment, including provision of advice and comment on position and consultation documents.
- Previous experience working with a multidisciplinary group/committee through building collaboration.
- Previous experience and contribution to RACGP Expert Committee or other RACGP Committee and working groups, and/or as an RACGP representative to an external organisation.
- Previous experience researching and analysing international trends in general practice.