

1. TITLE

Doctors for Women in Rural Medicine (DWRM) – Terms of Reference

1.3 Approval Date: November 2024

1.4 Revision Due Date: November 2027

1.5 Unit Responsible: Rural Faculty

2. REPORTING TO

The DWRM Committee act in an advisory capacity to the RACGP Rural Council and operates under the RACGP Faculty Regulations.

3. DATE OF ESTABLISHMENT

The DRWM Committee was first established in March 2022.

4. OBJECTIVE

The objective of the DRWM is to unite rural and remote GPs and rural generalists from around Australia by:

- Facilitating a connection to share experiences, challenges and solutions
- Delivering educational activities for Continuing Professional Development (CPD)
- Highlighting valuable resources and tips to improve daily practice
- Capturing the voices of and issues affecting RACGP members to provide clear recommendations to the RACGP Rural Council, RACGP Board and Federal Government to support women in rural and remote medicine.

5. FUNCTIONS AND RESPONSIBILITIES

- Support, encourage and advocate for women working in rural and remote medicine in Australia.
- Identify and work to further the unique interests, needs and challenges of women working in rural and remote areas within Australia.
- Communicate the issues impacting members to the RACGP Rural Council and Rural Education Committee.
- Develop education activities in line with member needs and in consultation with the Rural Education Committee.
- Support and empower female rural and remote practitioners to reach their full professional capacity.
- Submit a work plan for the short- and long-term workings of the committee annually.
- Review the effectiveness of the work plan at each quarterly meeting.

6. MEMBERSHIP

- The committee will be composed of RACGP Fellows, registrars, members and student members.
- The committee should consist of at least one RACGP Rural Council member and ideally be made up of members representing each state and territory.
- Members must have experience working in rural or remote general practice but don't have to be practicing in a rural or remote location at the time of joining.
- The composition of the committee will be reviewing every three years.
- Members expressing an interest in filling any vacant committee position will have their expression of interest reviewed by the committee Chair.
- A member who does not attend two committee meetings in 12 months without notifying the committee will be deemed to have withdrawn from the committee and their position will be declared vacant.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 up to three non-committee members such as Subject Matter Experts to join the committee from time to time as required.
- The committee size will not exceed 20 members plus co-opted individuals.

7. FREQUENCY OF MEETINGS

The committee will meet four times a year – ideally one of these meeting will be a face-to-face meeting. The times and location (if necessary) of these meetings will be advertised to all members at the conclusion of the final meeting for that year.

The committee may convene sub-committees for the development of education and projects as required.

8. CHAIR AND DEPUTY CHAIR

- Other than for the initial committee establishment period – the Chair of the committee will be an RACGP Fellow and member, elected by a majority vote of the committee members. The RACGP Rural Council will be notified of the appointment.
- The term of office for the Chair will be 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 the committee meeting before the annual face-to-face RACGP Rural Council meeting.
- An annually rotating Deputy Chair will be nominated at the committee meeting before the annual face-to-face RACGP Rural Council meeting from those members present and interested. The Deputy Chair will assist the Chair with any action items and preparation for meetings. This position may remain unfilled if no member expresses interest or if a current Deputy Chair does not wish to extend their term beyond the year.
- In the absence of the Chair at a committee meeting, the Deputy Chair of the committee will be the Acting Chair for that meeting.
- If at any meeting, the Chair or the Deputy Chair is not present within 10 minutes after the time appointed for the holding of the meeting, the members present may choose one from their number to chair the meeting.
- If the Chair resigns from the committee within the term of office, a new chair will be elected by the

committee from existing committee members who nominate for the role.

9. MANAGEMENT AND COORDINATION

Management of the day-to-day operations of the committee will be undertaken by RACGP Rural staff with input from the Chair and committee members.

10. QUORUM

Quorum is met if at least four committee members are present. If less than four committee members attend a meeting, then that meeting will be rescheduled to another date.

11. AGENDA ITEMS

- The agenda will be composed of items raised by committee members, relevant staff or referred by the RACGP Rural Council.
- All committee agenda items must be submitted by close of business 14 days prior to the next scheduled meeting.
- The final agenda with relevant supporting papers will be distributed via email to all committee members 7 days prior to the 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.

12. 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 RACGP Rural staff and circulated to committee members for review no later than 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.

13. REPORTING RESPONSIBILITIES

- Reports on the committee's activities will be presented to the RACGP Rural Council at every second Council meeting, or the meeting that directly follows on from the DWRM committee's last meeting.
- Recommendations can be sent to the RACGP Rural Council Chair/delegates for decisions if required between Council meeting dates.
- An annual summary of activities and issues will be prepared for the Faculty Member Meeting Papers on specific projects as required.

14. FUNCTIONAL RELATIONSHIPS

The DWRM Committee is a sub-committee of the RACGP Rural Council. The Council may disband the committee if it is deemed to be no longer necessary to achieve the strategic priorities of RACGP Rural. The committee is accountable to the RACGP Rural Council as delegated for matters of general management, resource allocation and staffing matter.

The committee may also work with the RACGP Rural Education Committee to develop CPD education activities for rural and remote women.

15. EVALUATION

The DWRM Committee will be evaluated annually by the RACGP Rural Council against their annual objectives.