
CANDIDATE ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE & FUNCTION

To be a representative body for all Royal Australasian College of Medical Administrators (RACMA) candidates that will:

- a) Ensure that the interests of Candidates are promoted within the College;
- b) Represent the collective views of Candidates and provide advocacy for Candidates.
- c) Be available for consultation with the College staff or committees on administrative, educational, constitutional, policy, accreditation or any other matter relating to Candidates – and as appropriate, canvass the candidate group for responses.
- d) Liaise with internal and external bodies in matters relating to Candidate training and other issues where authorized by the Board; and
- e) Provide input for the website or any RACMA publications to ensure it is relevant and current for Candidates.

MEMBERSHIP

The members of CAC will comprise of the following:

- a) CAC Chair
 - Selected from existing representatives and selected by internal vote. In the event of a tie, the Candidate Director on the RACMA Board will have the deciding vote.
 - The nominal term is 12 months (Financial Year) with the selection process to be held April-June.
- b) Candidate Representatives from each active jurisdiction noting:
 - These positions may be shared between 2 candidates (noting that for any formal decisions, there will be only one vote per active jurisdiction);
 - It is advised that CAC representatives also sit on their respective jurisdictional committees;
 - The Chair is supernumerary to the jurisdictional allocations;
 - Individual representatives may have representational roles within the College as requested such as:
 - Candidate member of the Education & Training Committee (CAC Chair),
 - The nominal term is 12 months (Financial Year) with option to extend a further 12 months. Extensions to be confirmed by active members by March. Calls for nominations to fill expected vacancies is to occur by April, and the selection process assisted by the respective jurisdictional committees.

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- Member attendance will be recorded. In the event a Member will be unable to attend a meeting, a report for the Member's Jurisdiction is to be provided to the Chair in advance of the meeting.
 - i. After two missed meetings without apology, the chair is to contact the relevant representative/s to resolve any issues (with assistance from the relevant JCT as required);
 - ii. After three missing meetings without apology, the relevant JCT will be contacted to assist with nominating a new representative.
 - CAC members are not entitled to remain on the committee once Fellowship is achieved.
- c) Ex-Officio representatives including Candidate Director on the RACMA Board (formal vote by Candidate body);
- d) Whilst other candidates may be co-opted to assist with individual tasks and may report to CAC, they do not constitute part of the CAC membership.

Membership will be reviewed annually with a term of no longer than 2 years for candidates. Exceptions will be made for candidates in smaller jurisdictions to ensure representation from all jurisdictions.

REPORTS THROUGH

Primary reporting will be via the ETC, however:

- a) RACMA CE is to be included in the distribution of the minutes and may be requested to facilitate the resolution of administrative issues
- b) Significant issues can be raised to the RACMA Board via the Candidate Director

REPORTS RECEIVED FROM

- a) Candidate Representatives from each jurisdictional committee
- b) Candidate Representatives on the respective Boards / committees.

QUORUM

Quorum is defined as at least 50% of the Committee membership.

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AGENDA AND MINUTES

The agenda and associated papers will be organized by the CAC Chair and distributed to members prior to the convened meetings. Electronic copies of the minutes will be provided to the members prior to the CAC meetings and will be endorsed within the subsequent meeting, with distribution to include the RACMA CE and ETC Chair.

The agenda and minutes will be provided to and archived by the College. The minutes of CAC meetings will be made available to RACMA members via the College Office following a formal request to the CAC committee.

MEETING FREQUENCY

Meetings are held at least 8 times a year via teleconference. Extraordinary meetings may be called at the discretion of the Chair.

INVITEES

The Committee can invite guests as required, including internal representatives from the Board, State Committees, or external parties.

REVIEW

The Committee will review the Committee's Terms of Reference every two (2) years or earlier if considered necessary by the CAC Chair, College CEO, ETC or Board.

APPROVAL

These Terms of Reference have been approved by the ETC and RACMA Board.

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