
POLICY AND ADVOCACY COMMITTEE

TERMS OF REFERENCE

INTRODUCTION & PURPOSE

The Board of the Royal Australasian College of Medical Administrators (the Board) has established the Policy and Advocacy Committee (the Committee) pursuant to the College Constitution.

The purpose of the Committee is to provide leadership and vision for policy and advocacy (P&A) across the College and to undertake or facilitate initiatives that contribute to high, quality, safe health services and systems by:

- Supporting Members in their leadership roles.
- Influencing policies to improve health outcomes through accessible, acceptable, affordable, equitable and safe (cultural, workplace, patients and community) health care and systems.
- Enabling the medical workforce and health care systems to be supported by the highest standard of qualified medical leadership and management.
- Promoting the inclusion and active involvement of the College in national and international P&A activities regarding health systems and medical leadership.
- Utilising RACMA Member's specialist medical leadership expertise, insights, analysis and advice to achieve its purpose.

The Committee is supported in achieving this purpose by its Subcommittees as follows:

- The Medical Workforce Policy and Advocacy Subcommittee.
- The Indigenous Health Policy and Advocacy Subcommittee.
- The Rural Policy and Advocacy Subcommittee.
- The Diversity and Inclusion Policy and Advocacy Subcommittee.
- The Digital Health Policy and Advocacy Subcommittee.

DUTIES & RESPONSIBILITIES

- Establish priorities and develop an annual plan for P&A initiatives in consultation with the Policy and Advocacy Subcommittees (PASCs), College members, jurisdictional and other College committees.
- Make recommendations to the Board on P&A priorities and the annual plan.
- Oversight the undertaking of P&A activities approved by the Board.
- Provide general guidance to the PASCs.
- Work with and advise other College committees on P&A matters.
- Advise on the scope and process for engagement of external providers to undertake projects to enable the Committee to deliver approved P&A initiatives.

Document Owner:	Policy and Advocacy Committee	Approval Date:	September 2022
Approved by:	Chief Executive	Review Date:	September 2025
Authorised by:	RACMA Board		
Version Control:	V 2.0	Page:	1/4

- Oversight, advise on and support the following in relation to P&A issues of relevance to the College, its Members and health of the community through:
 - Preparation of College policies, position statements, guidance and submissions to government.
 - Engagement with Government and other stakeholders
 - Work of the College with government and other stakeholders on P&A issues including regulatory, legal and legislative matters.
 - Responding to government public consultations, requests for comment on policy and advocacy P&A initiatives from agencies including the Australian Commission on Quality and Safety in Healthcare, other Colleges and the Australian Health Practitioners Regulatory Agency and other such requests.
- Providing advice and support for:
 - Meetings with government and others through briefing notes, position papers and such.
 - Preparation of time critical responses to media releases, articles, interviews and such.

POWERS OF THE COMMITTEE

- In collaboration with the Committee Chair, the College Chief Executive Officer (CEO) makes recommendations to the College board on the P&A plan and priorities for action.
- Funding for work including surveys or projects requires a business case to be approved by the budget holder with the requisite delegation.
- The PASCs report to the Committee.
- The Committee Chair in collaboration with the College CEO may approve the establishment of time limited working groups to assist with Board approved initiatives.

REPORTING

- In collaboration with the Committee Chair, the College CEO provides reports to the Board on progress of work being undertaken on the approved priorities and in relation to the duties and responsibilities detailed above.
- The committee receives reports from its PASCs.

COMMITTEE CHAIR AND MEMBERS, METHOD OF APPOINTMENT AND TENURE

Chair and Members

The Committee Chairperson and Members are appointed by the College Board and comprise:

- A Chairperson who is a College Board member
- Chairpersons of the following committees or their nominee:
 - o The jurisdictional committees of New Zealand and the Australian States and Territories
 - The Rural PASC
 - The Medical Workforce PASC
 - The Indigenous Health PASC
 - The Diversity and Inclusion PASC
 - Digital Health PASC
 - The Candidate Advisory Committee
- Four College members which include a New Zealand and an Associate Fellow.

Document Owner:	Policy and Advocacy Committee	Approval Date:	September 2022
Approved by:	Chief Executive	Review Date:	September 2025
Authorised by:	RACMA Board		
Version Control:	V 2.0	Page:	2/4

The four College Members are selected through an Expression of Interest (EOI) that is open to all College Members.

The Committee appoints a Deputy Chair from its Members.

In addition, there may be up to two co-opted persons with expertise in P&A who may be non-College members.

The Lead Fellow, P&A, is an ex-officio member of the Committee.

Method of appointment and tenure

- The PAC Chair is appointed by the Board for a maximum of two consecutive three-year terms.
- Chairs of the Jurisdictional and Candidate Advisory Committees are appointed by the Board after EOIs, their tenure being in accordance with the associated College Regulation.
- The four College Members are appointed by the Board, following an EOI to all College Members, for a maximum of three consecutive three-year terms (requiring an EOI on each occasion).
- Co-opted members are appointed by the Board for a maximum of two consecutive three-year terms, following consultation between the PAC Chair, the Board and the CEO.
- Where end dates of the three-year periods for all or most of the Committee align, the Board may extend the tenure of the Chair and/or of some RPASC Members by up to 18 months to support P&A continuity.
- Notwithstanding any of the above, where the Board deems there are extenuating circumstances it may truncate or extend the terms of the Chair or any PAC member
- Completing maximum or extended terms on PAC will not preclude any former PAC Chairs or Members being appointed to any other College committee including PAC Sub-Committees or PAC-related working groups.

MEETINGS

A minimum of four meetings will be held annually, usually virtually. The PAC Chair may request an in-person PAC meeting if, for example, it would materially assist discussing a particularly complex or serious matter. The PAC Chair would require the CEO's authority for this on a case-by-case basis.

PAC meeting agendas and documents are prepared by the Committee Support Officer in collaboration with the Committee Chair with input from the Lead Fellow P&A. The President and RACMA CEO will be consulted if required.

QUORUM

A quorum is a voting majority of the membership of the committee. If the Chair and Deputy Chair are absent, the Lead Fellow, PA& will chair the meeting (without voting rights) and a majority vote of the Committee will decide the outcome.

Document Owner:	Policy and Advocacy Committee	Approval Date:	September 2022
Approved by:	Chief Executive	Review Date:	September 2025
Authorised by:	RACMA Board		
Version Control:	V 2.0	Page:	3/4

REVIEW OF THE COMMITTEE

The Committee will be reviewed by the Board every 3 years.

GLOSSARY

CEO: Chief Executive Officer

EOI: Expression of Interest

P&A: Policy and Advocacy

PASCs: Policy and Advocacy Subcommittees

The Board: Board of the Royal Australasian College of Medical Administrators

The Committee: Policy and Advocacy Committee