
MANAGEMENT OF RACMA BOARD STANDING COMMITTEES REGULATION

1. PURPOSE

This Regulation describes principles, responsibilities and procedures for the conduct and support of the Board Committees of The Royal Australasian College of Medical Administrators (RACMA).

2. SCOPE

This Regulation covers all Board standing committees and includes:

- Education and training Committee (ETC)
 - Board of Censors
 - Continuing Education Committee
 - Curriculum Committee
- Finance and Audit Committee
- Policy and Advocacy Committee
- Learning and Teaching Institute Management Committee

Since the 2014/15 Review of ETC and its sub committees a number of [event/functional program panels](#) have been formed to replace ETC sub committees. These [event/functional program panels](#) are operational and report to the Chief Executive (or delegated staff) to shape specific program content for specific purposes:

- Faculty Workshop Panels
- Accreditation of Training Post Panel
- RPL Panel
- National Annual Scientific program Committee

3. RELEVANT DOCUMENTS

- RACMA Constitution 2009, Section 11 & 14
- RACMA Committee Terms of Reference
- RACMA Policy: Declaration of Interests i.e. Conflicts of Interest
- RACMA Policy: Implementing Change in the College Training Programs
- RACMA Policy: Delegations Authority Manual

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Version Control:	V 1.0	Page:	1/8

4. POLICY

4.1 The RACMA Constitution describes a number of standing Committees of the Board:

- Education and Training Committee
 - Continuing Education Program Committee (CEP)
 - Board of Censors (BOC)
- Finance and Audit Committee

4.2 In addition the Constitution defines Jurisdictional Committees

4.3 Most recently the Board has established the following ongoing/standing committees:

- Policy and Advocacy Committee
- Learning and Teaching Institute Committee (LTI)

4.4 From time to time the Board may establish ad hoc committees or working parties.

4.5 RACMA's committees are established as [advisory committees](#) to the Board. This means that they contribute to particular activities and guide RACMA strategies in various areas,

4.6 The Board and its standing committees may establish ad hoc committees and/or working parties. When this happens the standing committee is advised to appoint a chair and membership and outline the specific purpose, timeline for reporting and wind up.

4.7 Because of the important role of the Board's committees in representing the perspective of the RACMA membership, high priority for appointments is given to member representatives and key stakeholders.

4.8 No person serving on the RACMA Board shall also serve on a standing committee unless they are appointed under the RACMA Constitution (e.g. Chair Finance and Audit, Chair ETC, Chair CEP, Censor in Chief) , and in general a person should not serve the College in more than one capacity at any time.

4.9 Standing committee membership will generally serve three-year terms, with one-third of the committee rotating off annually; terms begin and end at the College's AGM. (Note: this contrasts with [event/functional program panels](#) are appointed for the planning cycle of a particular event).

4.10 All Board standing committee appointments will be made with the approval of the RACMA Board, based upon recommendations from the relevant standing committee and following a careful consideration of a list of expressions of interest and recommendations, as well as other sources.

4.11 All standing Board committee appointments will be made approximately three months in advance of the AGM. Newly appointed members will be added to RACMA committee email groups at that time, so that new members can prepare for their service in advance of their first committee meeting during the conference. (Note: Appointment timetables for event program committees are contingent on the planning process for the specific event).

4.12 Standing Board committees may hold a face to face meeting once a year during the RACMA annual conference, with travel expenses being covered by individual members.

4.13 The Board of Censors will meet face to face more than once, with additional meetings usually held by teleconference. Expenses entailed in travelling to non-conference meetings will be reimbursed by RACMA in accordance with current [Travel Policy](#).

Document Owner:	Governance	Approval Date:	June 2015
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Version Control:	V 1.0	Page:	2/8

5. COMMITTEE MEMBER RESPONSIBILITIES

In addition to specific roles required by membership on individual committees, members of Board standing committees are expected to actively participate in the work of the committee, provide thoughtful input to committee deliberations, and focus on the best interests of the College and committee goals rather than on personal interests.

Members should

- Review all relevant material before committee meetings
- Attend committee meetings and voice objective opinions on issues
- Pay attention to College activities that affect or are affected by the committee's work
- Support the efforts of the committee chair and carry out individual assignments made by the chair
- Work as part of the committee and staff team to ensure that the committee's work and recommendations are in keeping with the general College mission and goals

Committee Chair Responsibilities

In addition to specific roles required by the activities of individual committees, chairs of Board standing committees are expected to guide their committees and work with staff to develop necessary work plans and meeting agendas. Chairs will:

- Approve agenda and minutes of committee meetings before their distribution
- Report to the committee on decisions of the Board or of executive staff that affect the committee's work
- Where appropriate, guide the committee in proposing new activities and service that will further the mission and goals of the college expressed through the terms of reference of the committee
- Where appropriate, make policy recommendations in the Minutes for communication to the standing committee and the RACMA Board (Attachment 2)

6. STRUCTURING THE MEETING

- With the help of the staff liaison, provide an agenda sheet with the beginning and ending times for the meeting, meeting location, a list of committee members, and the agenda of topics.
- Sequence agenda items thoughtfully. Start the meeting with topics that will unify the committee, and with topics that will require mental energy, creativity, and clear thinking. Do not put difficult topics back-to-back.
- For full day meetings make the first few topics after lunch quick-action items. Build in breaks at logical places (at least every two hours). End with topics that should unify the committee.
- Provide at least minimal written background information for each agenda item.
- Indicate whether the item is for discussion only or if action is expected.
- Identify the person who is presenting each item.

Document Owner:	Governance	Approval Date:	June 2015
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Version Control:	V 1.0	Page:	3/8

7. CHAIRING THE COMMITTEE MEETING

- The committee belongs to the College, not to the chair: the chair's primary role is as facilitator.
- During meetings, the chair should remain neutral and maintain order. If a chair needs to become directly involved in a contentious issue, control of the meeting should be delegated to the vice chair or another member. This is the best way to run an effective meeting without unnecessary influence.
- Guide, mediate, probe, and stimulate discussion. Monitor talkative members and draw out silent ones.
- Encourage a clash of ideas, but not of personalities. If emotions run high over a difficult issue, return the floor to a neutral person, seek a purely factual answer, or take a break.
- Keep discussions on track; periodically re-state the issue and the goal of the discussion.
- In moving toward a decision, call on the least senior or vocal members first to express their views. Discussions tend to close down after senior members express strong views.
- Seek consensus; unanimity is not required.
- Announce the results of actions taken and explain the follow-up to be taken and by whom.
- Close the meeting by noting achievements
- Following adjournment, meet briefly with the staff liaison to agree on follow-up actions and locus of responsibility.
- Ensure the committee works within delegated powers e.g. appoint a sub-chair, distinguish between decisions which require Board approval and those which relate to the internal workings of the committee (Attachment 1)

8. NOTES OF COMMITTEE MEETINGS

- Include the date, time, and place of the meeting.
- Note the name of the chair, members present and absent and other key people in attendance.
- Note all formal motions (Proposed and Seconded) and report on passage or defeat. See appendix for nomenclature
- Note all committee decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation. Use nomenclature: Include brief summary of discussions. Do not attribute comments to members except possibly where formal motions are introduced.
- Provide information on the time and place of the next meeting
- Meeting reports should be prepared as soon as possible (and within 30 days) after the meeting. They may be shared with the committee with a request that members contact the chair or staff liaison if errors are noted.

Document Owner:	Governance	Approval Date:	June 2015
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Version Control:	V 1.0	Page:	4/8

9. STAFF EXECUTIVE SUPPORT

Each committee has one staff members who serve as liaison and performs a variety of critical administrative support tasks, including:

- Contacting individuals to offer them committee appointments
- Providing orientation for each new committee member and chair about their responsibilities and work schedule. This may include a committee manual (in print or electronic form), and will include a committee roster, access information for the committee listserv and private-access Web site (where appropriate), minutes of previous committee meetings, background on recent committee activities, information about key people with whom the committee or chair is likely to interact.
- Developing and maintaining committee descriptions, procedural information, and minutes and activity reports for committees on the RACMA web site, as well as updating committee information in the RACMA committee management database
- Working with the chairs of the committees to ensure that committee responsibilities are fulfilled and meeting agendas are set, papers are prepared to support agenda items and the actions flowing from meetings are implemented
- Maintaining a current Action List (Attachment 3)
- Providing administrative assistance to the chair in setting up and conducting meetings
- Tracking committee performance in fulfilling its terms of reference
- Monitoring membership participation, terms of office and advising the chair on member performance
- Facilitating communications between committees and RACMA management

10. COMMITTEE RESPONSIBILITY FOR REGULATIONS AND PROCEDURES

In RACMA Board standing committees have responsibility to develop and review College-wide functional policy.

A register of regulations and policy is maintained. This will be monitored so that current policy is reviewed each three years and the review and amendments recognised in committee minutes and approved by the appropriate authority – most often the Board.

There are Board approved delegations for Board committees. These delegations outline committees' authorities.

It is the role of National Office executive support staff to bring policy to the committees for review, amendment and to develop new policy with the committee chair.

Document Owner:	Governance	Approval Date:	June 2015
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Version Control:	V 1.0	Page:	5/8

Attachment 1: Board Standing Committee Delegations

COMMITTEES				
	Levels of Authority	BOC & CEPC	Committee	Board
Education and Training Committee				
1.	Minutes		Confirms	Note
	Minutes of Sub-Committees	Confirms	Note	
2.	Committee functional procedures (All committees)	Approve	Note	
3.a	Minor revisions and updates to existing Regulations (College-wide policy) (All committees)	Recommend	Approve	Note
3b	Significant changes to existing Regulations (College-wide policy) (All committees)	Recommend	Endorse	Approve
4.	New Regulations (policy) (All committees)	Recommend	Endorse	Approve
5.	Proposals with financial impact (All committees)	Recommend	Endorse and recommend to Finance and Audit Committee	Approve
6.	Accreditation of Training posts (Accreditation Panel)	Recommend	Approve	Note
7.	Fellowship Exam Results (BOC)	Recommend	Approve	Note
8.	Election to Fellowship (BOC)	Recommend	Endorse	Approve
9.	Curriculum (Curriculum Committee)	Recommend	Endorse	Approve
10.	Committee Terms of References	Recommend	Endorse	Approve
11.	Appointment of Censors (BOC)	Recommend	Endorse	Approve
12.	CEP Participation (CEPC)	Recommend	Endorse	Approve
Finance and Audit Committee (Refer Delegations Authority Manual)				
1.	Minutes		Confirms	Note
2.a	Minor revisions and updates to existing Regulations (College-wide policy)		Approve	Note
2b	Significant changes to existing Regulations (College-wide policy)		Recommend	Approve
4.	New Regulations (policy)		Recommend	Approve
5.	Annual Audit		Recommend	Approve
6a.	Monthly Finance Reports		Approve	Note
6b	Quarterly Finance Reports		Recommend	Approve
7a.	Annual Budget		Recommend	Approve
7b	Annual Fees		Recommend	Approve
8.	Investment		Recommend	Approve
Advocacy and Policy Committee				
1.	Position statements		Recommend	Approve
2.	Policy submissions and responses		Recommend	Approve
Learning and Teaching Institute (LTI) Management Committee				
1.	Minutes		Confirms	Note
2.	Committee functional procedures (All committees)		Approve	
3.a	Minor revisions and updates to existing LTI Regulations (College-wide policy) (All committees)		Approve	Note
3b	Significant changes to existing LTI Regulations and impacting College-wide policy		Recommend	Approve
4.	New LTI Regulations and impacting College-wide policy		Recommend	Approve
5.	Proposals with financial impact		Recommend to Finance and Audit Committee	Approve
6.	Course design/accreditation		Approve	Note
7.	Course and services fees		Approve	
8.	Annual training program		Approve	
9.	Engagement of teaching faculty		Approve	
10.	Annual budget		Recommend to Finance and Audit	Approve

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Version Control:

V 1.0

Page:

6/8

Attachment 2 - GLOSSARY OF RESOLUTIONS AND RECOMMENDATIONS

In RACMA there is a hierarchy of committees commencing with the RACMA Board. It is desirable the style and language for agenda and minutes be standardised for all Board committees.

For use of Agenda	On the Agenda Means ...	For use in the Minutes	Means ...
The confirm the minutes	That the committee is requested to confirm the Minutes as a true and correct record of the meeting held on		
To recall	That the committee is reminded of a previous decision as background information	recalled	When the committee was reminded of a previous decision, in a document or orally; background information
To receive	That the committee received documents which form part of the record of the meeting	Received	When a document is received, the committee is in effect incorporating the document in the documents which form part of the record of the meeting When an oral report is received the committee is recording the fact that the report was presented No approval, endorsement or acceptance of the contents of the document or report is implied when it is received.
To note	That the committee is informed of background information (sometimes with emphasis of a particular point)	Noted	When a document or report is noted, the committee acknowledges that the content of the document or report has been drawn to its attention, but this does not imply approval, endorsement or acceptance of the content of the document or report
To invite	A suggestion for request for action	considered	When the committee identified the principal issues
To consider	That the committee deliberate on a particular issue.	Endorsed/ratified	When the actions taken by a person or a group are endorsed or ratified, the committee gives its sanction to the actions, and acknowledges that the actions concerned are consistent with the committee's intention
To approve	That the committee support the statement by approving recommendations	Agreed/approved	That the statement was generally supported by all members presented a meeting, but was not formally placed before the committee as a motion
		Adopted	When a report is adopted or recommendations are adopted, the committee accepts the report or recommendations as representing the committee's view decision or position on the matter concerned.
To recommend	That the committee does not have the power to resolve as issue but has to refer the matter to another committee or officer	Recommended	That the committee does not have the power to resolve as issue but has to refer the matter to another committee or officer
To endorse	That the committee gives its sanction to the actions taken, e.g. to endorse a recommendation	Resolved	When it is reported that a statement is resolved, then the statement has been placed as a motion before the committee and the motion passed by the committee.

Attachment 3 Sample: Education and Training Committee Cumulative Action List

Date	Agenda Item & Action	Responsibility	Required by	Status
5/2/2015	2. Declaration of Conflict of Interest Conflict of interest declaration form to be completed by each member of the ETC and collated in a register for the ETC	ETC Secretariat	30/4/2015	To be completed and submitted to the CEO
5/2/2015	3. Committee restructure and Governance BOC or CEP recommendations to be progressed through ETC as per current governance arrangements to the Board for approval. Out of session meetings to be undertaken for time critical decisions –	Chairs of ETC SubCtees and ETC Secretariat	Ongoing	As per the agenda
5/2/2015	3.1 & 3.2 TOR and Position description Chair ETC ToR and PD Chair ETC to be finalised and taken to Board for approval	ETC Secretariat	19/3/2015	Completed
5/2/2015	4.1 MMPP Establish MMPP Working Group	Chair ETC with Secretariat	30/4/2015	Completed Progress report submitted to ETC
5/2/2015	4.2 Elements of Curriculum delivery Link work of CRAG with MMPP working group activities	Chair CRAG & Chair of MMPP Working Group	Ongoing	
5/2/2015	4.3 Curriculum delivery review Monitor work of the CDR-MC and CRAG	Chair ETC	Ongoing	Progress report submitted to ETC
5/2/2015	4.4 Revalidation Form Revalidation Working Party	Chair CEP Committee	30/4/2015	Call for EOIs had been sent out
5/2/2015	4.5 Development of Graduate Outcomes Graduate Outcome development to be added to ETC Work plan at a date to be determined	ETC Secretariat & Chair ETC	TBA	Postponed to 2016
5/2/2015	4.6 Professionalism Advise potential members of Professionalism Module work group of ETC recommendation for delay until 2016	ETC Secretariat	30/3/2015	Postponed to 2016. WP identified