



Australasian Faculty of Occupational and Environmental Medicine (AFOEM) Regional Committees

Terms of Reference

Area of College	Member Engagement & Support
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References/Legislation	<i>Corporations Act 2001</i> (Cth)
Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
Applicability	Australia and Aotearoa New Zealand

Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.

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Australasian Faculty of Occupational and Environmental Medicine (AFOEM) Regional Committees

1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the Governance of College Bodies By-law. Both the Governance of College Bodies By-law and these Terms of Reference govern the AFOEM Regional Committees.

1.1. Established

The Australasian Faculty of Occupational and Environmental Medicine (AFOEM) Regional Committees are established under the authority of the AFOEM Council to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

2. PURPOSE

The purpose of Australasian Faculty of Occupational and Environmental Medicine (AFOEM) Regional Committees is to develop and deliver region specific strategy and function as directed by the AFOEM Council.

3. FUNCTIONS

The functions of the Australasian Faculty of Occupational and Environmental Medicine (AFOEM) Regional Committees are:

- a) Develop and deliver regional training and learning activities to support local trainees and clinical supervisors;
- b) Develop and deliver local educational activities to meet the needs of local Fellows;
- c) Provide support to the AFOEM Regional Training Program Directors in the education and training of regional trainees;
- d) Engage with key stakeholders, health professionals and the community to promote the role Occupational Medicine Specialists in the region;
- e) Provide advice to Faculty Council in relation to affairs of AFOEM within the Region.

4. MEMBER COMPOSITION

The Membership of the AFOEM Regional Committees shall comprise up to **ten** members, comprising:

4.1. Ex-officio Members

- AFOEM Council Regional Representative/s

An AFOEM Council Regional Representative will assume the Chair role unless an alternate member of the regional committee is approved by the AFOEM Council.

4.2. Appointed Members

- A Region-specific Training Program Director
- Up to 5 Fellows (who may be assigned as deputy chair, honorary secretary, or other portfolios as the Committee requires)
- Up to 2 AFOEM trainee representatives

4.3. Co-opted members

Co-opted members may be appointed for a particular purpose or term.

5. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

5.1. Number of Meetings

The AFOEM Regional Committees shall hold a minimum of four meetings per calendar year and shall meet face to face or by videoconference.

5.2. Chair

The Chair or their appointee will Chair all meetings.

5.3. Quorum

A quorum is one half of the total AFOEM Regional Committees membership.

5.4. Voting

Decisions will be made by consensus of the majority of members.

5.5. Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting by committee members as agreed.

6. REPORTING

The AFOEM Regional Committees shall report and make recommendations to the AFOEM Council as required.

7. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
Working Group	The Diversity Lead Representative Working Group

Australasian Faculty of Occupational and Environmental Medicine (AFOEM) Regional Committees

Term	Means
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.
Conflict of Interest	Has the same meaning as the Governance of College Bodies By-law
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Member of a College Body	Has the same meaning as the Governance of College Bodies By-law
Member of the College	Has the same meaning as the Governance of College Bodies By-law
Parent Body	Has the same meaning as the Governance of College Bodies By-law

8. HISTORY

Commencement		
These Terms of Reference were approved by the AFOEM Council and commenced between February 2015 and June 2015.		
Revision	Effective Date	Summary of Changes
1.0	10/05/2023	Transferred to template aligning the Governance of College Bodies By-law with the current terms of reference to be the guiding governance documents for these college bodies. AFOEM Regional committees to be governed by the one terms of reference.