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**Aotearoa New Zealand
Paediatrics Child Health Division
Committee
(Aotearoa NZ PCHDC)**

**Tikanga Tohutoro |
Terms of Reference**

“Mā te rongomaiwhiti o te tamaiti e arahi ā tātou mahi”

~

“It is the uniqueness of the child that will guide our work”

**BY-LAW PURSUANT TO THE CONSITUTION OF
THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT
AND OPERATION OF A COLLEGE BODY**

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1. WHAKATAKINGA | INTRODUCTION

The Aotearoa New Zealand Committee of the Royal Australasian College of Physicians has established the Aotearoa New Zealand Paediatrics Child Health Division Committee (the “Aotearoa NZ PCHDC” or the “College Body”). The Governance of College Bodies By-law sets out the general provisions for governance of College Bodies. Both documents govern the College Body who will:

1.1 Support the professional careers of Fellows and Trainees of the Division in Aotearoa NZ.

1.2 Work with appropriate College Bodies, specialty societies and staff in relation to:

- a. education, training and assessment of future paediatricians.
- b. continuing professional development.
- c. policy and advocacy.
- d. research; and
- e. workforce

as each relates to paediatrics and child health in Aotearoa NZ.

1.3 The Aotearoa NZ PCHDC acknowledges Te Tiriti ō Waitangi | The Treaty of Waitangi and the foundational principles of bicultural partnership, participation and protection it guarantees. We therefore commit that all our policies will give consideration to the impact on the wellbeing and mana of Māori as tangata whenua and ensure that these policies uphold the above principles.

2 ARONGA | PURPOSE

The purpose of this College Body is:

2.1 Promote and advance the body of knowledge of paediatric medicine and the health care of pēpi, tamariki and rangatearoa tahi | infants children and young people;

3 ĀHEINGA | FUNCTIONS

The functions of the College Body include:

3.1 Act as an authoritative source of advice within the College in connection with paediatrics and child health in the Aotearoa NZ context.

3.2 Advocate on behalf of tamariki | children to improve equity of health outcomes for all children in Aotearoa NZ, with a particular emphasis on the needs of tamariki Māori and Pasifika and those with disabilities;

3.3 The Aotearoa NZ PCHDC support appropriate initiatives that will assist Fellows and trainees to develop their cultural safety. This incorporates tikanga Māori values of manaakitanga | hospitality, kindness, and support, whanaungatanga | relationships, sense of family connection and mōhiotanga | knowledge, understanding, insight.

4 HE AUKATINGA | COLLEGE BODY PROHIBITIONS

The College Body must not:

- Enter into any agreement binding upon it or on the College; and
- Represent or imply in any way that the College Body is a body independent of the College.
- All policy and advocacy proposed by the Aotearoa NZ PCHDC must be reviewed by the Aotearoa NZ Policy and Advocacy Committee before being published or provided externally.

5 WHAKAURU | MEMBER COMPOSITION

The Membership of the College Body shall comprise up to 14 members, plus any additional co-opted, ex-officio or Aotearoa New Zealand Paediatrics and Child Health Division (resident in Aotearoa NZ) as required.

5.1 The Chair is a Paediatrics Medicine Fellow appointed from within the Aotearoa NZ PCHDC.

- the appointment of Chair is approved by the Aotearoa NZ Committee.
- the Chair will be a member of the Aotearoa NZ Committee; and
- the Chair will fulfill the Aotearoa NZ PCHD Chair role on the Paediatrics Child Health Council and Executive.

5.2 A Deputy Chair appointed from within the Aotearoa NZ PCHDC;.

AoNZ PCHDC Mema Motuhake | Ex-officio Members

[Ex-officio members are appointed by virtue of their role on another College Body]

5.3 Aotearoa NZ representative from the College's Paediatrics Child Health Policy and Advocacy Committee (PPAC).

5.4 Chair or other representative of Aotearoa NZ Paediatrics Child Health Education Committee.

5.5 a representative from Aotearoa NZ Policy and Advocacy Committee.

5.6 a representative from the Aotearoa NZ Trainees Committee.

5.7 Chair or other representative of the Aotearoa NZ branch of the Chapter of Community Child Health.

- The Aotearoa NZ President may attend Committee meetings in an ex-officio capacity.

Mema Kopounga | Appointed Members

[Members appointed via an Expression of Interest process]

- 5.8 Member who gained their Fellowship within the last 7 years (new Fellow);
- 5.9 Member with expertise in adolescent and young adult medicine.
- 5.10 Member with expertise in neonatology.
- 5.11 two additional NZ Paediatrics Members with skills, background or geographic representation that can assist the Committee.

He Hunga Hapori Motuhake | Independent Community Members

[Community members are persons external to the College]

- 5.12 a Member of the Māori Health Committee (MHC) or a representative who identifies as Māori, endorsed by the MHC. The individual need not be a member of the RACP.
- 5.13 two Members from the Paediatric Society of NZ; one of these members may be a non-member of the RACP with skills to contribute to the Strategic Priorities of the RACP in the Paediatrics Division Aotearoa NZ.

Mema tono | Co-opted members

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

- 5.14 The Aotearoa NZ PCHDC may co-opt members for the purposes of specific projects and/or to invite expert knowledge in accordance with the Governance of College Bodies Bylaw.

6 HUI | MEETINGS

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

6.1 Nama o ngā Hui | Number of Meetings

The Aotearoa NZ PCHDC shall meet up to four times a year, of which one may be kanohi ki te kanohi | face to face.

6.2 Heamana | Chair

The Chair or their appointee will Chair all meetings.

6.3 Kōrama | Quorum

A quorum is one half of the total College Body membership.

6.4 Pōti | Voting

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

6.5 Ngā Minitī | Minutes

The proceeding of all meetings of the College Body shall be recorded in the minutes.

6.6 Mahi Hēkeretari | Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

6.7 Arotakenga | College Body Reviews

The College Body are to review their performance against these Terms of Reference every two years.

7 PŪRONGO | REPORTING

The College Body must report and make recommendations to the Aotearoa NZ Committee and the Paediatrics Child Health Division Council, as required.

The College Body is required to provide to the Aotearoa NZ Committee each year:
a new or updated Work Plan (Work Plans may be one or two years)
a report against the preceding years' Work Plan.

The Aotearoa NZ PCHDC reports to Aotearoa NZ Committee will provide regular updates, and to the Paediatrics and Child Health Division Council.

8 AROTAKE AoNZ PCHD Committee | REVIEW OF TERMS OF REFERENCE

These Terms of Reference will be reviewed every three years.

9 WHAKAMĀRAMATANGA | DEFINITIONS

Term	Means
Board	The Board of Directors of the College.
College	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
College Body	Has the same meaning as in the College Constitution
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Fellow	Has the same meaning as in the College Constitution
Member	Has the same meaning as in the College Constitution
Parent Body	Has the same meaning as the Governance of College Bodies By-law
Trainee	Has the same meaning as in the College Constitution
AoNZ C	Aotearoa New Zealand Committee
PCHD	Paediatrics and Child Health Division
PPAC	Paediatrics and Child Health Division's Policy and Advocacy Committee

10 HĪTŌRI | HISTORY

Commencement		
These Terms of Reference were approved by the Aotearoa NZ Committee and commenced on Koi-tātea January 2008.		
Subsequent Amendments		
Item	Amendment	Date Approved
1	Alignment of terms of reference for this standing committee of the NZC with Governance of College Bodies By-Law (GoCBB). This By-Law sets out the general provisions for the governance of College bodies and applies to all College bodies.	30 Hōngongoi July 2015
2	Acknowledging and committing to the principles of Te Tiriti in the By-laws of the Committee, confirming the RACP's moral and ethical obligation to supporting health equity for tangata whenua.	10 Whiringa-ā-rangi November 2017
3	Amendment of Committee name from "NZ PCHD Committee" to "Aotearoa New Zealand PCHD Committee" and country name from "New Zealand" to "Aotearoa New Zealand"	Hōngongoi July 2019
4	Amendment to the Composition clause Correction – previous version listed both Chair and Chair-elect as elected. Consistent with NZ Committees the, chair-elect removed and Deputy Chair to be appointed from within the membership of the Committee. Remainder of Composition clauses unchange; numbering reordered.	
5	Composition Clause method of Chair appointment amended; replacing election with EOI and appointment by the Aotearoa NZ Committee	Whiringa-ā-rangi
6	Updated names of Committees referred to with Aotearoa before NZ where required	
7	Broaden scope PSNZ Representative clause allowing for one non-RACP Member with skills to contribute to the Strategic Priorities of the RACP to be able to be appointed in that role.	November 2020
8	Adoption of the Whakatauki proverb of the Committee added to the front cover of the document.	Here-turi-kōhā
9	Edit 3.1.9 the Māori Health Committee Rep to broaden the scope, while still leaving the endorsement with the MHC.	August 2021
10	Align hui meeting clause to reflect Board directed reduction to one kanohi ki te kanohi face to face each year.	
11	Adoption of new Template from the RACP Governance Team, with added Te reo headings signed off by the Kaitohutohu Ahurea February 2023	Hakihea
12	Introduction, Purpose, and Functions remain unaltered apart from layout under the 3 new titles	December 2023
13	Limitations heading is changed to 'College Body Prohibitions' with the new wording from governance adopted.	
14	Composition of the Committee Membership is reorganised into the new sections of : Ex-officio, Appointed and Independent Community Members	
15	Deleted on member role from Member Composition Clause that includes "A representative from the Aotearoa NZ CPD Committee" This dual role was challenging to fill and had been vacant for some time. The Committee decision was annual reporting from the CPD unit would sufficiently cover the need.	
16	The new Template sections for Chair, Quorum, Voting, Minutes, Secretariat and College Body reviews have been adopted	

Date of commencement of Terms of Reference: Hakihea | December 2007

Date of most recent amendment: Hakihea | December 2023