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Gender Equity in Medicine Committee

Terms of Reference

**TERMS OF REFERENCE PURSUANT TO THE CONSTITUTION OF
THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT
AND OPERATION OF A COLLEGE BODY**

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1. INTRODUCTION

The Fellowship Committee of the Royal Australasian College of Physicians has established the Gender Equity in Medicine Committee (the "Committee"). The Governance of College Bodies By-law sets out the general provisions for governance of College Bodies. Both the Governance of College Bodies By-law and these terms of reference govern the Committee.

2. PURPOSE

The purpose of this Committee is to progress and implement the recommendations of the Gender Equity in Medicine Working Group (GEMWG) report, approved by the Board on 17 December 2021.

3. FUNCTIONS

The functions of the Committee include:

- a) leading the College's gender equity in medicine work and activities;
- b) progressing the recommendations of the GEMWG report through the development of a Gender Equity in Medicine Action Plan;
- c) overseeing the implementation of the College's Gender Equity in Medicine Action Plan and report on its progress;
- d) liaising and collaborating with the Gender Equity in Medicine Reference Group (GEMRG), Membership Diversity Advisory Group (MDAG), and other relevant College bodies to progress the College's gender equity in medicine activities;
- e) engaging and working with members and relevant College staff and teams to progress the Gender Equity in Medicine Action Plan; and
- f) supporting and engaging with the Advancing Women in Healthcare Leadership (AWHL) research program.

4. COMMITTEE PROHIBITIONS

The Committee must not:

- a) enter into any agreement binding upon it or on the College; or
- b) represent or imply in any way that the Committee is a body independent of the College.

5. MEMBER COMPOSITION

The Committee shall have inclusive representation across the Divisions, Faculties, and Chapters in its membership. The Membership of the College Body shall comprise up to ten members, comprising:

5.1. Ex-officio Members

- a) The Chief Investigator, Advancing Women in Healthcare Leadership program or their nominee.

5.2. Appointed Members

Up to nine appointed members comprising:

- a) A Fellow nominated by the Fellowship Committee;
- b) Up to two trainees nominated by the College Trainees' Committee;
- c) A Fellow nominated by the College Education Committee;
- d) A Fellow nominated by the Aotearoa New Zealand Committee;
- e) A Fellow nominated by the Membership Diversity Advisory Group;
- f) A Fellow nominated by the College Policy and Advocacy Committee; and
- g) Up to two RACP members with relevant skill and experience.

5.3. Chair

The Fellowship Committee will appoint a member of the Committee to act as the Chair.

5.4. Co-opted members

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

6. MEETING

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

6.1. Number of Meetings

The College Body shall hold a minimum of three meetings per calendar year and shall meet by teleconference or videoconference unless otherwise approved by the Fellowship Committee.

6.2. Chair

The Chair or their appointee will chair all meetings.

6.3. Quorum

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

6.4. Voting

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

6.5. Minutes

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

6.6. Secretariat

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

7. TERM

The term of the Committee is for three years to commence at the date of the first meeting. After this period, the Committee will be reviewed by the Fellowship Committee to evaluate its progress and determine its continuation.

8. REPORTING

- a) The College Body must report and make recommendations to the Fellowship Committee as required.
- b) The Committee is required to provide updates against its work plan to the Fellowship Committee.

9. DEFINITIONS

| Term | Means |
|--------------------------|--|
| Board | The Board of Directors of The Royal Australasian College of Physicians |
| College | The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047. |
| College Body | Has the same meaning as in the College Constitution |
| 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 |

10. HISTORY

| Commencement These Terms of Reference were approved by the Fellowship Committee and commenced on 19 April 2022 | | |
|--|------------------|----------------------|
| Subsequent Amendments | | |
| Item | Amendment | Date Approved |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |