

TERMS OF REFERENCE

Registrars Committee

1. Purpose

The Registrars Committee represents and supports the broad interests of all the registrar members of the College in its internal decision-making and activities as well as in their external undertakings related to training, education, assessment, standards and registrar wellbeing.

2. Scope and Responsibilities

- To provide an avenue for representatives of the registrar population of the College to engage in direct communication and provide feedback, suggestions, and advice to the College
- To provide direction and guidance regarding the impact of College policies on registrars through participation on College standards committees and providing input to consultation processes
- To provide direction and guidance regarding information and communication strategies directed at the Registrar population
- To contribute to the development of policies and procedures governing training and assessment issues which affect registrars
- To provide support and assistance to the registrar population for the advancement of issues related to training and assessment
- To identify and support appropriate registrar nominees to participate on relevant College Committees as well as external agencies (e.g. GP Registrars Association Advisory Committee and AMA Doctors in Training Advisory Committee)
- To monitor and respond appropriately to information arising from the Colleges' evaluation program on issues of relevance to the Committee
- To assist the College in advocating for rural generalist careers
- To assist the College in delivering pastoral and wellbeing support to its registrar members
- To report to the Board via the Education Council and the College Council after each meeting

3. Delegated Authorities and Reporting

The Registrars Committee has no specific delegated authorities or independent decision-making powers.

The Registrars Committee reports and provides recommendations to the Board via the Education Council and College Council and through the registrar-appointed Director on the Board as appropriate. The Board retains responsibility for setting all policy and standards related matters for the College.

4. Membership

The Registrars Committee members will consist of:

- Co-Chairs, with two members elected annually from amongst the members of the committee to share the responsibilities of the role, with one acting as the College Council Registrar Representative, and
- Registrar Director on the College Board as a voting Ex-Officio Member, and,
- A registrar who identifies as being Aboriginal and/or Torres Strait Islander endorsed by the ACRRM Aboriginal and Torres Strait Islander Members Group, and,

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- Between 8 and 12 registrar members, with consideration to gender balance and diverse representation. Ideally, these will include:
 - At least one registrar from each State and Territory
 - At least one registrar from the Australian General Practice Training (AGPT) Pathway
 - At least one registrar from the Remote Vocational Training Scheme (RVTS) Pathway
 - At least one registrar from the Rural Generalist Training Scheme (RGTS), and
 - At least one registrar from the Independent Pathway (IP) that is not on RGTS
 - At least one registrar who has an International Medical Graduate (IMG) background

The Registrars Committee may invite College staff and/or outside relevant expertise including individuals in their capacity as community representatives to attend meetings to observe or provide advice, or as co-opted members.

Member terms

The period of appointment for the members shall be for three years, or until two years post fellowship (whichever comes sooner). Member's terms may be renewed for a second term if approved by the Board, with a maximum of two consecutive terms.

The Co-Chairs will be elected to serve in these roles for one year, with no limitation on consecutive terms.

Registrars elected to the Registrars Committee accept the responsibility to faithfully represent the broader registrar community. Accordingly, members are expected to participate in at least one face-to-face meeting, and at least 80% of remote committee meetings.

Members who do not meet these requirements and who don't hold approved leave of absence will forfeit their position on the Registrars Committee. In this situation, the members will be notified by the Chair in writing that they no longer hold a position on the Registrars Committee.

Committee Representatives

- One of the Co-Chairs will sit on the College Council
- The Other Co-Chair will sit on the following external committees to build and maintain good working relationships with other key stakeholders:
 - AMA Doctors in Training (DIT) Committee
 - GPRA Advisory Council

Each committee member will sit on one of the following additional committees as the registrar representative and provide written or verbal report at the Registrars Committee meeting. Some committees will have more than one Registrars Committee representative.

- Education Council
- Education and Training Committee
- Assessment Committee
- Research Committee
- Selection Committee
- Future Generalists Committee
- RMA Steering Committee
- Accreditation Subcommittee (2 registrars)
- Respectful Workplaces Committee
- Aboriginal and Torres Strait Islander Members Group

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5. Professional Conduct

Members shall comply with the College Code of Conduct and [Respectful Workplaces](#).

Confidentiality

Meeting discussions and meeting papers shall be treated as confidential and not for broader circulation or publication except by formal agreement of the Registrars Committee.

Public representation

Members will not speak publicly on behalf of the Registrars Committee or the College other than in accordance with the College policies on media representation and social media.

Conflicts of Interest

Members will declare any conflicting interests at meeting commencement and as pertinent to issues that arise in Registrars Committee interactions. The Registrars Committee will determine and take any appropriate action.

6. Meetings

Timing and Frequency

The Registrars Committee will meet at least six times per year with at least one being an extended meeting in-person.

Decision Making

Questions or motions arising at any meeting of the Committee shall be by simple majority.

Agenda Deadline

Except for extraordinary meetings, a minimum of one month's notice specifying the place, the day and the hour of each meeting shall be given to all members. The meeting agenda and papers relevant to the meeting discussion will be issued a minimum of 7 days prior.

Meeting Attendance

One extended meeting will be held face-to-face each term. It is preferred that members attend in person, but if they are only able to participate in such meetings through electronic means they shall be deemed to be personally present at the meeting. All other meetings will be held by videoconference.

Administration

A dedicated secretariat officer who is an ACRRM staff member appointed by the CEO, shall coordinate meetings including venue, minute taking and distribution, and record keeping.

Minutes and Actions

The Registrars Committee shall cause minutes to be made:

- Of the names of the members attending the meetings of the Committee
- Of any conflict of interest noted by the members of the Committee, and
- For all proceedings at all meetings of the Committee

Meeting Quorum

A quorum of 50% of the committee members will be required to conduct meetings.

7. Revision of Terms of Reference

The Terms of Reference The Terms of Reference will be revised every 3years. The secretariat officer shall be responsible for initiating and managing this process. A succession planning review led by the Chair, shall be

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undertaken at the first meeting of each calendar year, and included in Registrars Committee reporting.

8. Document Control Management

8.1 Policy Information

Policy Author:	D York	Policy Owner:	Board
Status:	Approved	Review period:	3 years
Policy number and version:	G3i V3.0	Next review date:	February 2028
Effective Date:	February 2025	Document Location:	ACRRM Policy Register
Responsible Officer:	K Moss, GM Ed Services	Policy Systems Manager:	MJ Streeton

8.2 Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
V4.0	Feb 2025	D York	Changes include, Chair and Dep Chair changed to Co-Chair, and IMG representative member added.		
V3.0	May 2024	D York	Changes include removal of vote of confidence, addition of committees with Reg Com reps.	Jun 24	OCEO, GM(ES)
V2.0	Dec 2021	S Johanson	Changes to scope, reporting, membership, member terms, meetings sections Professional conduct includes Code of Conduct Committee representation added	Feb 22	OCEO, GM(ES)
V1.0	Apr 2021	K Moss	New TOR template, included Indigenous representative member	April 2016	Board, Reg Com, OCEO
Previous	Jul 2016	A Gately	New template	July 2016	Board, OCEO, Reg Com

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