

**Position Description for the Adult Medicine Division (AMD)
President-elect**

Role	President-elect
Reports to	Adult Medicine Division (AMD) Council
Location	Australia/Aotearoa New Zealand

Purpose of the Role

To assist and provide support to the Adult Medicine Division (AMD) and the AMD Council in guiding the governance framework and direction of the AMD, including its chapters and committees, in a mutually co-operative and consultative atmosphere.

To fulfil the role of AMD President in a further three years at the conclusion of their term as President-elect.

Key Stakeholders and Relationships

AMD President, AMD Council members, Fellows and trainees of AMD, Fellows and trainees of the Chapters of Addiction Medicine, Palliative Medicine and Sexual Health Medicine, Division-affiliated specialty societies, and College staff.

Context of the Position

- The AMD has a [By-law](#) to guide its operations.
- The AMD Council has responsibility for Adult Medicine education programs for trainees and, where appropriate, a leadership and supportive role for Fellows of the AMD in their Continuing Professional Development.
- The AMD Council reports to the RACP Board of Directors.
- The President-elect reports to the President of the Division, is accountable to the Division and assists with operations of the AMD Council as required.

Essential Attributes

- Membership of the AMD
- Be fully conversant with the [College Constitution](#), [AMD Council By-law](#), [RACP Strategic Plan](#), and the AMD Council work plan
- Demonstrated experience in leadership
- Demonstrated understanding of the medical education environment
- Ability to lead a team
- Experience and demonstrated effectiveness at developing a team and valuing all members
- Attitudes of cooperation and high standards of ethical behaviours
- Strong administrative and organisational skills
- Commitment to quality assurance and continuous development
- Sufficient time to dedicate to the position
- Demonstrated high level written and oral communication skills.

Desirable Skills and Experience

- Indigenous knowledge, experience and cultural competency.
- Experience in assessment of overseas trained professionals.
- Ability and willingness to challenge and probe assumptions.
- High-level understanding of effective decision-making processes.

Key Responsibilities

- Attend AMD Council and AMD Executive Committee meetings
- Chair AMD Council and AMD Executive Committee meetings when necessary
- Assist the AMD President and AMD Council to further develop the AMD
- Assist in aligning the AMD Council work plan with the Strategic Plan of the College
- Assist with the implementation of the AMD work plan
- Represent the AMD President, when required, at official functions
- Assist in ensuring that all sub-committees and working groups of the AMD work productively and harmoniously
- Assist in ensuring that the AMD works harmoniously with all specialty societies

- Assist in ensuring that the AMD works productively with all RACP teams
- Assist in ensuring that the AMD works productively with the College Policy and Advocacy Council (CPAC)
- Ensuring that AMD Council members adhere to the RACP's policies on prevention of discrimination and harassment.

Extent of Authority

The AMD President-elect has access to the staff of the College for provision of secretariat support and professional advice. These staff are line-managed by the CEO on the basis of agreed work plans and resources as approved by the RACP Board.

**Position Description for the Adult Medicine Division Council
Elected Aotearoa New Zealand Representative**

Role	Elected Aotearoa New Zealand Representative
Reports to	Adult Medicine Division (AMD) President
Location	Aotearoa New Zealand

Purpose of the Role

To advise and provide support to the Adult Medicine Division Council (AMD Council) with its responsibilities as the peak decision-making body for AMD.

To represent the viewpoints and considerations of AMD Fellows of the College residing in Aotearoa New Zealand, relevant to necessary work undertaken within the AMD and decisions made by the AMD Council.

Key Stakeholders and Relationships

AMD President, AMD Council members, Fellows and Trainees of the AMD, Fellows and Trainees of the Chapters of Addiction Medicine, Palliative Medicine and Sexual Health Medicine, the AMD-affiliated specialty societies, and College staff.

Context of the Position

- The AMD has a [By-law](#) to guide its operations.
- The AMD Council reports to the RACP Board of Directors.
- Elected Aotearoa New Zealand representatives play a supporting role for AMD Fellows of the College residing in Aotearoa New Zealand in their continuing professional development, and AMD Council members with their responsibilities for AMD education programs for trainees.
- Elected Aotearoa New Zealand representatives work to provide an active link between AMD Fellows of the College residing in Aotearoa New Zealand and the AMD Council.

Essential Attributes

- Membership of the AMD
- Resident in Aotearoa New Zealand
- Be fully conversant with the College Constitution, AMD Council By-law, RACP Strategic Plan, and the AMD Council work plan
- Demonstrated understanding of the medical education environment
- Attitudes of cooperation and high standards of ethical behaviours
- Strong administrative and organisational skills
- Commitment to quality assurance and continuous development
- Demonstrated high level written and oral communication skills.

Desirable Skills and Experience

- Indigenous knowledge, experience and cultural competency
- Experience in assessment of overseas trained professionals
- Ability and willingness to challenge and probe assumptions
- High-level understanding of effective decision-making processes.

Key Responsibilities

- Attend AMD Council meetings
- Represent AMD Fellows of the College residing in Aotearoa New Zealand, relevant to the work of AMD Council
- Assist the AMD Council to further develop the AMD
- Assist in ensuring that AMD Fellows of the College residing in Aotearoa New Zealand and the AMD Council are working productively and harmoniously
- Ensuring to adhere to the RACP's policies on prevention of discrimination and harassment.

Extent of Authority

AMD Elected Aotearoa New Zealand representatives have access to the staff of the College for provision of

secretariat support and professional advice. These staff are line-managed by the CEO on the basis of agreed work plans and resources as approved by the RACP Board.

**Position Description for the Adult Medicine Division Council
Elected Australian Representative
(two positions)**

Role	Elected Australian Representative
Reports to	Adult Medicine Division (AMD) President
Location	Australia

Purpose of the Role

To advise and provide support to the Adult Medicine Division Council (AMD Council) with its responsibilities as the peak decision-making body for AMD.

To represent the viewpoints and considerations of AMD Fellows of the College residing in Australia, relevant to necessary work undertaken within the AMD and decisions made by the AMD Council.

Key Stakeholders and Relationships

AMD President, AMD Council members, Fellows and Trainees of the AMD, Fellows and Trainees of the Chapters of Addiction Medicine, Palliative Medicine and Sexual Health Medicine, the AMD-affiliated specialty societies, and College staff.

Context of the Position

- The AMD has a [By-law](#) to guide its operations.
- The AMD Council reports to the RACP Board of Directors.
- Elected Australian representatives play a supporting role for AMD Fellows of the College residing in Australia in their continuing professional development, and AMD Council members with their responsibilities for AMD education programs for trainees.
- Elected Australian representatives work to provide an active link between AMD Fellows of the College residing in Australia and the AMD Council.

Essential Attributes

- Membership of the AMD
- Resident in Australia
- Be fully conversant with the College Constitution, AMD Council By-law, RACP Strategic Plan, and the AMD Council work plan
- Demonstrated understanding of the medical education environment
- Attitudes of cooperation and high standards of ethical behaviours
- Strong administrative and organisational skills
- Commitment to quality assurance and continuous development
- Demonstrated high level written and oral communication skills.

Desirable Skills and Experience

- Indigenous knowledge, experience and cultural competency
- Experience in assessment of overseas trained professionals
- Ability and willingness to challenge and probe assumptions
- High-level understanding of effective decision-making processes.

Key Responsibilities

- Attend AMD Council meetings
- Represent AMD Fellows of the College residing in Australia, relevant to the work of AMD Council
- Assist the AMD Council to further develop the AMD
- Assist in ensuring that AMD Fellows of the College residing in Australia and the AMD Council are working productively and harmoniously
- Ensuring to adhere to the RACP's policies on prevention of discrimination and harassment.

Extent of Authority

AMD Elected Australian representatives have access to the staff of the College for provision of secretariat

support and professional advice. These staff are line-managed by the CEO on the basis of agreed work plans and resources as approved by the RACP Board.