



Position Description for the Paediatrics & Child Health Division (PCHD) President-elect

Role	President-elect
Reports to	PCHD President
Location	Australia and Aotearoa New Zealand

Purpose of the Role

To assist and provide support to the Division President and the Division Council in guiding the governance framework and direction of the Division, including its Chapter and committees, in a mutually co-operative and consultative atmosphere.

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

Key Stakeholders and Relationships

Division President, Division Council members, Fellows, and trainees of the Division, Division-affiliated specialty societies, and College staff.

Context of the Position

- The PCHD has a [By-law](#) to guide its operations.
- The PCHD Council has responsibility for Paediatrics & Child Health education programs for trainees and, where appropriate, a leadership and supportive role for Fellows of the Division in their Continuing Professional Development.
- The Division Council reports to the RACP Board of Directors.
- The President-elect reports to the PCHD President and is accountable to the Division for the operations of the PCHD Council.

Essential Attributes

- Membership of the Paediatrics & Child Health Division
- Be fully conversant with the College's Constitution, Division By-law, College Strategic Plan, and the Division 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 positivity 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.

Key Responsibilities

- Attend Division Council and Executive Committee meetings
- Chair Division Council and Executive Committee meetings when necessary
- Assist the President and Division Council further develop the Paediatrics & Child Health Division
- Assist in aligning the Division work plan to the Strategic Plan of the College
- Represent the Division President at official functions, when required
- Assist in ensuring that all sub-committees and working groups of the Division work productively and harmoniously
- Assist in ensuring that the Division works productively with all RACP teams
- Assist in ensuring that the Division works productively with the College Policy and Advocacy Council and the Division Policy and Advocacy Committee
- Assist in ensuring that the Division Council members adhere to the RACP's policies about prevention of discrimination and harassment.

Extent of Authority

The PCHD President-elect has access to the staff of the College to provide 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.

