

**Position Description for the Australasian Faculty of Occupational
and Environmental Medicine (AFOEM)
President-elect**

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

Purpose of the Role

To assist the AFOEM President in guiding the governance framework and direction of the Faculty in a mutually co-operative and consultative atmosphere.

Key Stakeholders and Relationships

Faculty President, Faculty Council members, Fellows and Trainees of the AFOEM, Specialty Societies and College staff.

Context of the Position

- The [AFOEM Council By-law](#) guides the AFOEM Council's operations, responsibilities and functions. The AFOEM Council has responsibility for the AFOEM educational and Continuing Professional Development Programs, policy and advocacy pertaining to Occupational and Environmental Medicine, and a leadership and supportive role for Fellows and Trainees.
- The AFOEM President-elect becomes President of the AFOEM when the incumbent's term finishes.
- The AFOEM President-elect reports to the AFOEM Council, which is accountable to the RACP Board of Directors.

Essential Attributes

- Resident in Australia or Aotearoa New Zealand
- Fellowship of the AFOEM
- Be fully conversant with the RACP's Constitution, AFOEM Council By-law, and the RACP Strategic Plan
- Demonstrated experience in leadership
- Demonstrated understanding of the medical education environment
- Ability to lead a team
- Experience and demonstrated effectiveness in developing a team and valuing all members
- Attitudes of cooperation and positivity and high standards of ethical behaviour
- Strong administrative and organisational skills
- Commitment to quality assurance and continuous development
- Demonstrated high level written and oral communication skills.

Key Responsibilities

- Chair AFOEM Council meetings in the absence of the AFOEM President
- Assist in further developing the AFOEM
- Ensure good governance of the AFOEM
- Assist in aligning the AFOEM Council work plan with the RACP's Strategic Plan
- Attend AFOEM meetings and official functions
- Assist in ensuring that all sub-committees and working groups of the AFOEM work productively and harmoniously
- Assist in ensuring that the AFOEM works productively with all RACP teams
- Assist in ensuring that the Division works productively with the College Policy and Advocacy Council (CPAC) and the AFOEM Policy and Advocacy Committee (FPAC)
- Ensure that AFOEM members adhere to the RACP's policies on prevention of discrimination and harassment.

Extent of Authority

Members of the AFOEM Council have access to the staff of the Faculty for provision of professional advice and secretariat support. Staff are line managed by the RACP Chief Executive Officer on the basis of agreed work plans and resources as approved by the Board.

**Position Description for the Australasian Faculty of Occupational
and Environmental Medicine (AFOEM)
Australian Capital Territory (ACT) Fellow**

Role	ACT Fellow
Reports to	AFOEM Council
Location	Australia

Purpose of the Role

To provide direction and support to the Australasian Faculty of Occupational and Environmental Medicine (AFOEM) President and Council and leadership on the AFOEM ACT Regional Committee.

Key Stakeholders and Relationships

Faculty President, Faculty Council members, AFOEM ACT Regional Committee, Fellows, and Trainees of the AFOEM.

Context of the Position

- The [AFOEM By-law](#) guides the AFOEM Council's operations, responsibilities and functions. The AFOEM Council, promotes occupational and environmental medicine and provide opportunities for continuous professional development (CPD) for Faculty Fellows.
- The ACT Fellow becomes Chair of the AFOEM ACT Regional Committee upon commencement of their elected term unless an alternate member is approved by AFOEM Council.
- AFOEM Council members report to the AFOEM President and are accountable to the Faculty for the operations of the AFOEM Council.

Essential Attributes

- Fellowship of the AFOEM
- Resident in the ACT
- Be conversant with the RACP's Constitution, AFOEM Council By-law, AFOEM Regional Committee's Terms of Reference, the RACP Strategic Plan, and the AFOEM Council work plan
- Demonstrated experience in leadership and understanding of governance
- Demonstrated understanding of the medical education environment in the region
- Attitudes of cooperation and positivity and high standards of ethical behaviour
- Strong administrative and organisational skills
- Commitment to quality assurance and continuous development.

Key Responsibilities

- Attend AFOEM Council meetings
- Assist in ensuring that AFOEM Council works productively and harmoniously
- Ensure good governance of the AFOEM
- Assist the Chair, AFOEM Council in aligning the AFOEM Council work plan to the Strategic Plan of the RACP
- Assist the Chair, AFOEM Council in identifying and responding to new and emerging issues in the regions relevant to AFOEM as they arise.
- Ensure timely responses to requests for comment or report from the AFOEM Council, AFOEM ACT Regional Committee, and other AFOEM Committees
- Adhere to the RACP's policies, including prevention of discrimination and harassment

Extent of Authority

Members of the AFOEM Council have access to the staff of the Faculty for provision of professional advice and secretariat support. Staff are line managed by the RACP Chief Executive Officer on the basis of agreed work plans and resources as approved by the Board.

**Position Description for the Australasian Faculty of Occupational
and Environmental Medicine (AFOEM)
Queensland and Northern Territory (Qld/NT) Fellow**

Role	Qld/NT Fellow
Reports to	AFOEM Council
Location	Australia

Purpose of the Role

To provide direction and support to the Australasian Faculty of Occupational and Environmental Medicine (AFOEM) President and Council and leadership on the AFOEM Qld/NT Regional Committee.

Key Stakeholders and Relationships

Faculty President, Faculty Council members, AFOEM Qld/NT Regional Committee, Fellows, and Trainees of the AFOEM.

Context of the Position

- The [AFOEM By-law](#) guides the AFOEM Council's operations, responsibilities and functions. The AFOEM Council, promotes occupational and environmental medicine and provide opportunities for continuous professional development (CPD) for Faculty Fellows.
- The Qld/NT Fellow becomes Chair of the AFOEM Qld/NT Regional Committee upon commencement of their elected term unless an alternate member is approved by AFOEM Council.
- AFOEM Council members report to the AFOEM President and are accountable to the Faculty for the operations of the AFOEM Council.

Essential Attributes

- Fellowship of the AFOEM
- Resident in Queensland or the Northern Territory
- Be conversant with the RACP's Constitution, AFOEM Council By-law, AFOEM Regional Committee's Terms of Reference, the RACP Strategic Plan, and the AFOEM Council work plan
- Demonstrated experience in leadership and understanding of governance
- Demonstrated understanding of the medical education environment in the region
- Attitudes of cooperation and positivity and high standards of ethical behaviour
- Strong administrative and organisational skills
- Commitment to quality assurance and continuous development.

Key Responsibilities

- Attend AFOEM Council meetings
- Assist in ensuring that AFOEM Council works productively and harmoniously
- Ensure good governance of the AFOEM
- Assist the Chair, AFOEM Council in aligning the AFOEM Council work plan to the Strategic Plan of the RACP
- Assist the Chair, AFOEM Council in identifying and responding to new and emerging issues in the regions relevant to AFOEM as they arise.
- Ensure timely responses to requests for comment or report from the AFOEM Council, AFOEM Qld/NT Regional Committee, and other AFOEM Committees
- Adhere to the RACP's policies, including prevention of discrimination and harassment

Extent of Authority

Members of the AFOEM Council have access to the staff of the Faculty for provision of professional advice and secretariat support. Staff are line managed by the RACP Chief Executive Officer on the basis of agreed work plans and resources as approved by the Board.

**Position Description for the Australasian Faculty of Occupational
and Environmental Medicine (AFOEM)
Trainee Representative**

Role	Trainee Representative
Reports to	AFOEM Council
Location	Australia or Aotearoa New Zealand

Purpose of the Role

To provide direction and support to the Australasian Faculty of Occupational and Environmental Medicine (AFOEM) President and Council.

Key Stakeholders and Relationships

Faculty President, Faculty Council members, Faculty Training Committee, Fellows and Trainees of the AFOEM.

Context of the Position

- The [AFOEM By-law](#) guides the AFOEM Council's operations, responsibilities and functions. The AFOEM Council, promotes occupational and environmental medicine and provide opportunities for continuous professional development (CPD) for Faculty Fellows.
- AFOEM Council members report to the AFOEM President and are accountable to the Faculty for the operations of the AFOEM Council.

Essential Attributes

- Be a registered trainee in the Occupational and Environmental Medicine Advanced Training Program
- Resident in Australia or Aotearoa New Zealand
- Be fully conversant with the RACP's Constitution, AFOEM Council By-law, the RACP Strategic Plan, and the AFOEM Council work plan
- Demonstrated experience in leadership and understanding of governance
- Demonstrated understanding of the medical education environment
- Attitudes of cooperation and positivity and high standards of ethical behaviour
- Strong administrative and organisational skills
- Commitment to quality assurance and continuous development

Key Responsibilities

- Attend AFOEM Council meetings
- Assist in ensuring that AFOEM Council works productively and harmoniously
- Ensure good governance of the AFOEM
- Assist the Chair, AFOEM Council in aligning the AFOEM Council work plan to the Strategic Plan of the RACP
- Assist the Chair, AFOEM Council in identifying and responding to new and emerging issues relevant to AFOEM trainees as they arise.
- Ensure timely responses to requests for comment or report from the AFOEM Council and other AFOEM Committees
- Adhere to the RACP's policies, including prevention of discrimination and harassment

Extent of Authority

Members of the AFOEM Council have access to the staff of the Faculty for provision of professional advice and secretariat support. Staff are line managed by the RACP Chief Executive Officer on the basis of agreed work plans and resources as approved by the Board.