

Position Description for the Australasian Chapter of Addiction Medicine (AChAM) President-elect

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

Purpose of the Position

To assist and provide support to the Chapter President and the AChAM Committee in guiding the governance framework and direction of the Chapter in a mutually co-operative and consultative atmosphere.

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

Context of the Position

The AChAM is a Chapter of the Adult Medicine Division (AMD) of the RACP and has a [By-law](#) to guide its operations. The President-elect reports to the Chapter President who is accountable to the President of the AMD.

Key Stakeholders and Relationships

Chapter President, AChAM Committee members, Chapter Fellows and trainees, Chapter-affiliated specialty societies, and College staff.

Responsibilities and Functions of the Chapter Committee

The Chapter Committee has responsibility for receiving and providing advice and direction on:

- Education in Addiction Medicine, including programs for trainees and Continuing Professional Development.
- Health policy, professional affairs and other matters relevant to Addiction Medicine.

Essential Attributes

- Fellowship of the Australasian Chapter of Addiction Medicine (FACHAM)
- Be fully conversant with the College's Constitution, Chapter and AMD by-laws, RACP Strategic Plan, and AChAM Committee work 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 behaviours
- Strong administrative and organisational skills
- Commitment to quality assurance and continuous development
- Demonstrated high level written and oral communication skills.

Key Responsibilities

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

Extent of Authority

The Chapter 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 Australasian Chapter of Addiction Medicine (AChAM)
Aotearoa New Zealand Branch Lead Convenor**

Role	Elected Aotearoa New Zealand Branch Lead Convenor
Reports to	AChAM President
Location	Australia and Aotearoa New Zealand

Purpose of the Position

To represent Aotearoa New Zealand on the AChAM Committee and to support the Chapter President in guiding the governance framework and direction of the Chapter in a mutually co-operative and consultative atmosphere.

Context of the Position

The AChAM has a [By-law](#) to guide its operations. The Branch has responsibility to manage the affairs of the Branch and the Chapter Branch Guidelines.

The Aotearoa NZ Branch provides input and feedback to the AChAM Committee on:

- Education in Addiction Medicine, including programs for trainees and Continuing Professional Development.
- Health policy, professional affairs and other matters relevant to Addiction Medicine.

Key Stakeholders and Relationships

Chapter President, AChAM Committee members, Aotearoa New Zealand Chapter Fellows and trainees, Chapter-affiliated specialty societies, and College staff.

Responsibilities and Functions of the Chapter Committee

The Chapter Committee has responsibility for receiving and providing advice and direction on:

- Education in Addiction Medicine, including programs for trainees and Continuing Professional Development.
- Health policy, professional affairs and other matters relevant to Addiction Medicine.

Essential Attributes

- Fellowship of the Australasian Chapter of Addiction Medicine (FACHAM)
- Be resident in Aotearoa New Zealand
- Be conversant with the College's Constitution, Chapter and AMD by-laws, RACP Strategic Plan, and AChAM Committee work 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 behaviours
- Strong administrative and organisational skills
- Commitment to quality assurance and continuous development
- Demonstrated high level written and oral communication skills.

Key Responsibilities

- Provide leadership for Aotearoa New Zealand AChAM members
- Attend AChAM Committee meetings
- Provide Branch input and feedback to AChAM Committee meetings and Chapter activities
- Assist in aligning the Chapter's work plan with the Strategic Plan of the College
- Represent Chapter interests in Aotearoa New Zealand official functions
- Assist in ensuring that any sub-committees and working groups of the Branch work productively and harmoniously
- Assist in ensuring that Branch activities complement broader Chapter activities.
- Assist in ensuring that the Branch works productively with all College teams
- Ensure that Branch members adhere to the RACP's policies on prevention of discrimination and harassment.

Extent of Authority

The Aotearoa New Zealand Branch Lead Convenor 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 Australasian Chapter of Addiction Medicine (AChAM) Trainee Representative

Role	Trainee Representative
Reports to	AChAM President
Location	Australia and Aotearoa New Zealand

Purpose of the Position

To represent AChAM trainees on the AChAM Committee and to support the Chapter President in guiding the governance framework and direction of the Chapter in a mutually co-operative and consultative atmosphere.

Context of the Position

The AChAM has a [By-law](#) to guide its operations. The AChAM Committee has responsibility to manage the affairs of the Chapter and, where appropriate, a leadership and supportive role for Fellows in their Continuing Professional Development.

Chapter Committee members report to the Chapter President, who is accountable to the President of the Adult Medicine Division.

Key Stakeholders and Relationships

Chapter President, AChAM Committee members, Chapter Fellows and trainees, and College staff.

Responsibilities and Functions of the Chapter Committee

The Chapter Committee has responsibility for receiving and providing advice and direction on:

- Education in Addiction Medicine, including programs for trainees and Continuing Professional Development.
- Health policy, professional affairs and other matters relevant to Addiction Medicine.

Essential Attributes

- Trainee of the Australasian Chapter of Addiction Medicine
- Be conversant with the Chapter's By-law, RACP Strategic Plan, and AChAM Committee 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
- Demonstrated high level written and oral communication skills.

Key Responsibilities

- Assist in establishing and further developing the Chapter
- Assist in aligning the AChAM Committee work plan with the Strategic Plan of the College
- Assist in ensuring that all sub-committees and all working groups of the Chapter work productively and harmoniously
- Attend meetings of the AChAM Committee and other College bodies, as required.

Extent of Authority

The Trainee Representative 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.