



**Position Description for the Australasian Chapter of Palliative Medicine (AChPM)  
 President-elect**

<b>Role</b>	President-elect
<b>Reports to</b>	AChPM President
<b>Location</b>	Australia and Aotearoa New Zealand

**Purpose of the Role**  
 To assist and provide support to the Chapter President and the AChPM Committee in guiding the governance framework and direction of the Chapter in a mutually co-operative and consultative atmosphere.  
 To fulfil the role of AChPM President in a further three years at the conclusion of their term as President-elect.

**Context of the Position**  
 The AChPM 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, AChPM 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 Palliative Medicine, including programs for trainees and Continuing Professional Development.
- Health policy, professional affairs and other matters relevant to Palliative Medicine.

**Essential Attributes**

- Fellowship of the Australasian Chapter of Palliative Medicine (FACHPM)
- Be fully conversant with the College’s Constitution, Chapter and AMD by-laws, RACP Strategic Plan, and AChPM 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 AChPM Committee meetings in the absence of the Chapter President
- Attend meetings of the AMD Council in the absence of the Chapter President
- Attend AChPM Committee meetings
- Assist in establishing and further developing the Chapter
- Assist in aligning the AChPM 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 Palliative Medicine (AChPM)  
Elected Committee Representative  
(two positions)**

<b>Role</b>	Elected Committee Representative
<b>Reports to</b>	AChPM President
<b>Location</b>	Australia and Aotearoa New Zealand

**Purpose of the Role**

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

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

**Key Stakeholders and Relationships**

Chapter President, AChPM Committee members, Chapter Fellows and Trainees, Chapter-affiliated specialty societies, and College staff.

**Responsibilities and Functions of the Chapter Committee**

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

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

**Essential Attributes**

- Member of the Australasian Chapter of Palliative Medicine
- Be conversant with the Chapter's By-law, RACP Strategic Plan, and AChPM 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 AChPM 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 AChPM Committee, as required

**Extent of Authority**

The AChPM Committee 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.

## Position Description for the Australasian Chapter of Palliative Medicine (AChPM) Trainee Representative

<b>Role</b>	Trainee Representative
<b>Reports to</b>	AChPM President
<b>Location</b>	Australia and Aotearoa New Zealand

**Purpose of the Role**  
To represent AChPM trainees on the AChPM 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 AChPM has a [By-law](#) to guide its operations. The AChPM Committee has a 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, AChPM Committee members, Chapter Fellows and Trainees, and College staff.

**Responsibilities and Functions of the Chapter Committee**  
The AChPM Committee has responsibility for receiving and providing advice and direction on:

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

**Essential Attributes**

- Trainee of the Australasian Chapter of Palliative Medicine
- Be conversant with the Chapter's By-law, RACP Strategic Plan, and AChPM 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 AChPM 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 AChPM 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.