

Position Description for the Australasian Chapter of Sexual Health Medicine (AChSHM) President-elect

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

Purpose of the Position

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

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

Context of the Position

The AChSHM 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, AChSHM Committee members, Chapter Fellows and trainees, Chapter-affiliated specialty societies, and College staff.

Responsibilities and Functions of the Chapter Committee

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

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

Essential Attributes

- Fellowship of the Australasian Chapter of Sexual Health Medicine (FACHSHM)
- Be fully conversant with the College's Constitution, Chapter and AMD by-laws, RACP Strategic Plan, and AChSHM 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 AChSHM Committee meetings in the absence of the Chapter President
- Attend meetings of the AMD Council in the absence of the Chapter President
- Attend AChSHM Committee meetings
- Assist in establishing and further developing the Chapter
- Assist in aligning the AChSHM 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 Sexual Health Medicine (AChSHM) Elected Fellow

Role	Elected Fellow
Reports to	AChSHM President
Location	Australia and Aotearoa New Zealand

Purpose of the Role

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

Context of the Position

The AChSHM has a [By-law](#) to guide its operations. The AChSHM 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.

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

Key Stakeholders and Relationships

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

Responsibilities and Functions of the Chapter Committee

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

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

Essential Attributes

- Fellowship of the Australasian Chapter of Sexual Health Medicine (FACHSHM)
- Be conversant with the College's Constitution, Chapter and AMD by-laws, RACP Strategic Plan, and AChSHM Committee work plan
- Attitudes of cooperation and positivity and high standards of ethical behaviour
- Commitment to quality assurance and continuous development
- Demonstrated high level written and oral communication skills.

Key Responsibilities

- Attend meetings of the AChSHM Committee, usually four meetings a year (one face-to-face and three via videoconference)
- Assist in developing the Chapter's activities across the College
- Support communication between the College, the Chapter, and the Chapter's sub-committees and working groups.

Extent of Authority

The Chapter Elected Fellow 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 Sexual Health Medicine (AChSHM) Trainee Representative

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

Purpose of the Role
To represent AChSHM trainees on the AChSHM 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 AChSHM 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, AChSHM Committee members, Chapter Fellows and trainees, and College staff.

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

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

Essential Attributes

- Trainee of the Australasian Chapter of Sexual Health 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 AChSHM 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 Chapter 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.

Position Description for the Australasian Chapter of Sexual Health Medicine (AChSHM) Policy and Advocacy Lead

Role	Policy and Advocacy Lead
Reports to	AChSHM President
Location	Australia and Aotearoa New Zealand

Purpose of the Role

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

Context of the Position

The AChSHM has a [By-law](#) to guide its operations. The AChSHM 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.

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

Key Stakeholders and Relationships

Chapter President, AChSHM Committee members, Chapter Fellows and trainees, Chapter-affiliated specialty societies, College Policy and Advocacy Council (CPAC), and College staff.

Responsibilities and Functions of the Chapter Committee

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

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

Essential Attributes

- Fellowship of the Australasian Chapter of Sexual Health Medicine (FACHSHM)
- Be conversant with the College's Constitution, Chapter and AMD by-laws, RACP Strategic Plan, and AChSHM Committee work plan
- Attitudes of cooperation and positivity and high standards of ethical behaviour
- Commitment to quality assurance and continuous development
- Demonstrated high level written and oral communication skills.

Key Responsibilities

- Attend meetings of the Chapter Committee, usually four meetings a year (one face-to-face and three via videoconference).
- Assist in developing the Chapter's activities across the College.
- Support communication between the College, the Chapter, and all of the Chapter's sub-committees and working groups.

Extent of Authority

The Policy and Advocacy Lead 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.