



Faculty Committee

Terms of Reference

Purpose

The charitable purpose of The Royal New Zealand College of General Practitioners (the College) is to encourage, foster and maintain the highest possible standards of medical care within the scope of general medical practice, in order to reduce health inequities and achieve improved health for all New Zealanders.

The purpose of the Faculty Committee is to support local members of the College, fostering collegiality, education, leadership and promotion of equitable quality care in general practice in the region.

Responsibilities

The Faculty Committee of the College will work locally to further the College's charitable purpose by

- › planning and carrying out educational and other membership support activities.
- › reviewing applications for use of Faculty funds for education, research, leadership and support of membership purposes.

Accountability

The Faculty Committee is established by, and accountable to, the regional membership of the College and is expected to:

- a. meet at least once a year in an annual general meeting, and elect a representative to serve on the National Advisory Council (NAC).
- b. respond to requests for information, advice and funding requests within a reasonable time frame.
- c. The committee team undertake to:
 - › arrange meetings as required; the expected frequency is at least three times a year (the same as the NAC).
 - › provide a meeting agenda to committee members at least two working days prior to the meeting, unless urgent.
 - › document minutes for each meeting and, once approved, post to the Faculty tab on the College's website.
 - › invite input from general Faculty membership and key stakeholder groups when relevant.

Confidentiality No member of the Faculty Committee may disclose any confidential information obtained when engaging in Faculty activities.

Membership The Faculty Committee shall comprise at least X (X), and no more than X (X) members, where:

- a. at least X (X) members shall be College Fellows working as general practitioners;
- b. at least one member shall be a current general practice registrar;
- c. at least one shall be a medical educator.

Appointing authority

- a. Committee membership is generally established through volunteering.
- b. If the number of volunteers ever exceeds available places on the committee, a vote will be sought from the general Faculty membership to ensure the committee is composed of elected representatives.
- c. Positions of Chair, Treasurer, Secretary and NAC representative are determined by the committee with a vote.

Tenure Committee members can roll over their committee membership annually, provided there are no more than X (X) wishing to be members, in which case a vote for membership will be sought from the general Faculty members.

Responsibilities

All Faculty Committee members agree that during their tenure they shall abide by the agreed procedures and policies, act in good faith and in the best interests of the College.

Conflicts of interest

- a. Faculty Committee members will declare any conflicts of interest, and the Secretary will maintain a register of conflicts of interest.
- b. Where a personal or professional conflict of interest occurs, the committee member shall disclose that conflict of interest and withdraw from the situation in question.
- c. If a continuing conflict of interest occurs, committee members will take action to resolve this.

Tenure cont.

Attendance

- a. Committee members will be expected, where practicable, to attend meetings and to review available information and documentation.
- b. Frequent non-attendance at meetings, or not meeting responsibilities for reviewing information, may affect the tenure of the committee member. The Chair will request either their renewed commitment or that the member step down from the position.

Remuneration

- a. An honorarium payment for Faculty membership and positions of responsibility will be considered by the general Faculty membership and reviewed once every year.
- b. Any travel and accommodation required to fulfil Faculty committee responsibilities will be arranged and paid for by the Faculty committee.

Meeting procedures

The following meeting procedures will be followed:

- a. The Faculty Committee shall meet as needed, with meetings being either face to face or virtual.
- b. A quorum shall consist of 50 percent of the committee members, including the Chair or their delegated representative.

Evaluation

The Terms of Reference will be reviewed as requested.