

AMA/ASMOF ALLIANCE DOCTORS IN TRAINING COMMITTEE

TERMS OF REFERENCE

May 2018

PREAMBLE

These Terms of Reference detail the authority, responsibility and accountability conferred on the Doctor in Training Committee (DITC) by the Councils of AMA (NSW) Limited and ASMOF (NSW).

The DITC is a committee operating under the authority of the Council of AMA (NSW) and ASMOF (NSW). The Councils determine the name, composition, powers, duties, quorum and rules that regulate the Committee.

The Council of AMA (NSW) and ASMOF (NSW) may review these Terms of Reference at any time, and any changes must have the approval of the Council of AMA (NSW) and ASMOF (NSW).

The term Doctors in Training (DITs) refers to interns, resident medical officers and registrars, including those who are undertaking a postgraduate vocational training program leading to the award of a fellowship from one of the medical colleges. The DITC also considers matters affecting medical students who are associate members of the Alliance.

PURPOSE

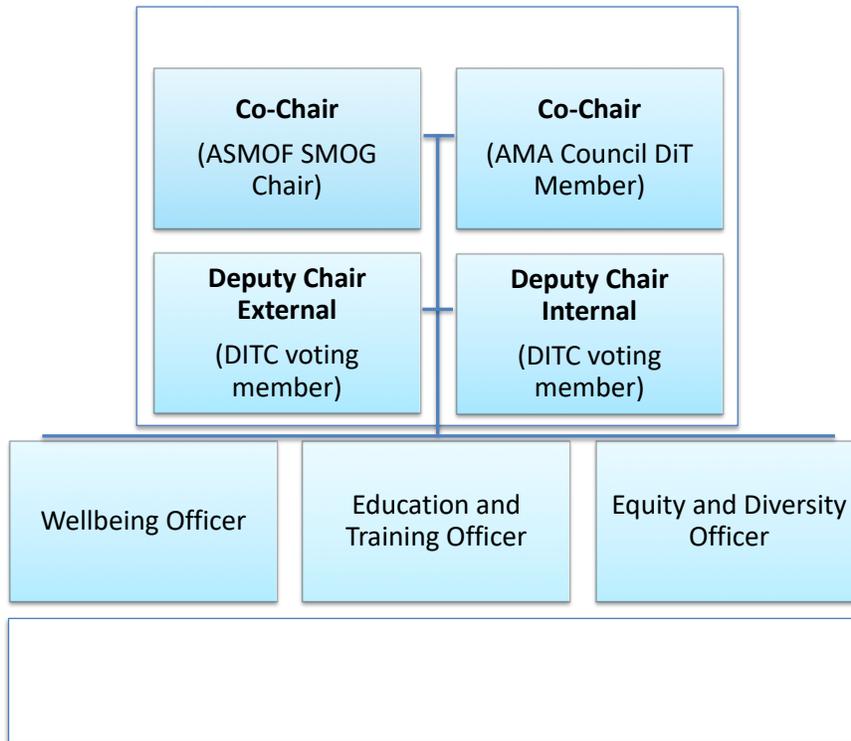
The purpose of the DITC is to advance the interests and advocate for the needs of all Doctors in Training, primarily by assisting the Councils of AMA (NSW) and ASMOF (NSW) to fulfil their responsibilities in determining questions and matters of policy relating to Doctors in Training (DITs).

FUNCTION

1. To bring the Alliance DIT members of the medical profession together and provide a forum through which their views and ideas can be expressed.
2. To determine and represent the views and ideas of Alliance DIT members on issues including, but not limited to, medical education and training, health and wellbeing, industrial and workplace issues, and other professional issues.
3. To be a conduit of communication with DITs on behalf of the Alliance, to inform and encourage engagement with medico-political issues and promote membership of the Alliance.
4. To engage with other non-DiT organisations, government bodies and industry stakeholders (both public and private) involved in medical education, training and workforce to present, promote and advance the interests of doctors in training members and to support the role of the Alliance.

STRUCTURE

The Alliance DITC will be comprised of the elected Executive Group, Officers and general members.



The Alliance DITC Executive Group will include:

- Two Co-Chairs
 - One shall be the AMA NSW DIT Class Councillor, as described in the Constitution of the AMA (NSW) Ltd.
 - One shall be the Chair of the ASMOF NSW Medical Officers' State Group Committee, as described in the rules of ASMOF (NSW).
- Two Deputy Chairs
 - One shall be Deputy Chair – External, and the nominated representative to the AMA Federal Council of Doctors in Training (CDT).
 - One shall be Deputy Chair – Internal, and the alternate representative to the AMA Federal Council of Doctors in Training (CDT).

The Alliance DITC portfolio-based Officers will include:

- Health and Wellbeing

- Education and Training
- Equity and Diversity

The above Officer roles shall be standing positions. Additional Officer roles may be created and advertised if deemed necessary by the DITC prior to the annual election process.

NOMINATIONS AND ELECTIONS

Co-Chairs

- Elected according to the rules and processes described in the AMA (NSW) Constitution and ASMOF (NSW) Rules respectively.
- Term: 2 years (AMA Councillor) and 3 years (SMOG Chair) unless resign prior.

Deputy Chairs

- Both Deputy Chairs shall be Alliance DIT members elected to the positions according to the DITC Election Processes (see Appendix 1).
- Eligibility for nomination requires attendance at two DITC meetings in the preceding calendar year.
- Term: one year, unless resign prior.
- No limit on nomination for sequential terms.

Officers

- All Officers shall be Alliance DIT members elected according to the DITC Election Processes (see Appendix 1).
- Term: one year, unless resign prior.
- No limit on nomination for sequential terms.

In the event of any casual vacancy arising among the Executive Group or Officers, the Executive Group may recommend another member for appointment to the vacant position for the remainder of the term, with confirmation or rejection of appointment by resolution of the Alliance DIT Committee. For further details see Appendix 1.

MEMBERSHIP

Membership of the Alliance DITC will be defined as follows:

- All financial DIT members of the Alliance who hold membership with the AMA (NSW) and ASMOF (NSW) are eligible to attend DITC meetings.
- Attendance at any DITC meeting shall confer 'membership' of the committee, with an attendance transcript to be made available to members on request as evidence of involvement.
- All Alliance DIT members are eligible to vote on any motion raised or resolution

- proposed at a DITC meeting.
- Any Alliance DIT member who wishes to vote on a motion raised at a DITC meeting but is unable to attend in person or via teleconference may authorise another member who is in attendance to act as a proxy, by formally notifying the (Co-) Chair(s) prior to the commencement of the meeting.
 - In all other respects, DITC procedures shall be consistent with the provisions of sections 52 and 53A of the AMA NSW Constitution.

POWERS

The powers delegated by the AMA and ASMOF Councils to the DITC are as follows:

- The DITC has the power to examine any matters referred to it by the Council of AMA (NSW) or ASMOF (NSW) or otherwise which it chooses to examine, in relation to its functions.
- All matters relating directly to DITs should in the first instance be referred to the DITC by AMA and ASMOF Councils for consideration and provision of advice.
- The DITC has the authority to request information it requires from any employee or person acting for or on behalf of the Alliance. The DITC may meet with these persons without management being present.
- The DITC may take external independent professional advice, as it considers necessary, with AMA and/or ASMOF Council's consent at AMA (NSW) and/or ASMOF (NSW) expense.
- The DITC will have no executive powers with regard to its findings and recommendations, unless expressly delegated.

ACCOUNTABILITY

The DITC is accountable to and reports directly to the Councils of AMA (NSW) and ASMOF (NSW).

The Alliance DITC Co-Chairs will:

- ensure that the relevant minutes and resolutions of each meeting are circulated to the Councils.
- refer any report or information considered appropriate to the Councils as required.

Both Councils can request a meeting with the DITC.

The Alliance DITC is not entitled to make a determination of policy but may provide advice to Council of AMA (NSW) and ASMOF (NSW) in any area falling within its jurisdiction to assist the of AMA (NSW) and ASMOF (NSW) Council in making a determination of policy.

INVITEES AND OBSERVERS

The persons occupying the following positions will, by invitation of the Alliance DITC, attend DITC meetings as required:

- The CEO of AMA (NSW) Limited
- The Executive Director of ASMOF (NSW)
- Relevant employees of AMA (NSW) Limited and ASMOF (NSW)

The Alliance DITC may invite non-member observers and speakers from external organisations to its meetings as it sees fit.

Observers may be approved to attend meetings under such conditions as the Alliance DITC determines in each case. Observers may be invited to initiate or participate in debate at the Alliance DITC meetings, when invited to do so by the Alliance DITC Chair but do not have any moving, seconding or voting rights.

QUORUM

A meeting of the DITC can only take place when a quorum of at least 5 members is present. This must include at least two members of the Executive Group or Officers. If a quorum is not established after 30 minutes the meeting cannot take place. The quorum must be maintained at all times during the meeting or the meeting will lapse.

REVIEW

This Alliance Terms of Reference will be reviewed every five years. This review will include consultation with the Councils.

Any substantive changes to the Terms of Reference will be recommended by the Alliance DITC and formally approved by the Council of AMA (NSW) and ASMOF (NSW).

MEETINGS

The Alliance DITC will meet a minimum four times each calendar year.

The Alliance DITC may otherwise meet, convene its meetings, adjourn and regulate its proceedings as it sees fit.

A Co-Chairs of the Committee will Chair its meetings. In their absence, a Deputy Chair will chair the meeting. In their absence, the Committee shall elect an Officer or one of its general members to Chair the meeting.

The Alliance DITC Co-Chair will convene a special meeting of the Committee if requested to do so by a minimum of 10 Committee or Council members.

Questions arising at any meeting of the Alliance DITC will be decided by a majority of votes and in the case of an equality of votes the Chair will have a second or casting vote.

RESOLUTIONS

A resolution agreed to by all Executive Group and Officer members of the Alliance DITC shall be deemed equivalent to a resolution passed at a meeting of the Alliance DITC duly convened and held.

SECRETARIAT

The Alliance DITC will have secretarial support provided jointly by AMA (NSW) and ASMOF (NSW) executive or nominated person(s).

The Alliance DITC Secretariat will:

- in consultation with the Alliance DITC Chair, prepare the agenda for each meeting
- take minutes and keep a record of the signed minutes, resolutions, and action items arising from each meeting
- circulate the agenda at least one week prior to the meeting
- distribute papers prepared for meetings as soon as practical prior to the meeting
- retain all minutes of proceedings, resolutions and actions items arising from Alliance DITC meetings
- distribute minutes to all Alliance DITC members and to the following Alliance DITC meeting, after the Alliance DITC Co-Chair(s) have given preliminary approval.
- make available to any Council members upon request to the Secretariat, any minutes, agenda and supporting papers, providing no conflict of interest exists.

INDUCTION

The Alliance DITC will adopt and maintain a program of induction and training for its Executive Group and Officers, including a handover process between outgoing and incoming teams following an election.

APPENDIX 1:

AMA/ASMOF ALLIANCE DOCTORS IN TRAINING COMMITTEE

ELECTION PROCESSES

MAY 2018

1. Guiding principles

These rules guide the election of office bearers of the AMA NSW ('AMA')/ASMOF NSW ('ASMOF') Doctors in Training Committee ('DITC').

In usual circumstances this will apply to all positions of leadership within the DITC as described in the DITC Terms of Reference ('TOR'), with the notable exception the Co-Chairs, who under usual circumstances will be elected via distinct AMA (NSW) and ASMOF (NSW) election processes as defined in their respective constitution and organizational rules.

2. Eligibility to nominate as an office bearer

- This is defined for each DITC leadership position within the TOR.
- An eligible candidate may nominate for more than one position. If an eligible candidate is unsuccessful in the election of one position, they may cascade to the next position, with the following order applying:
 1. Co-Chairs (if applicable)
 2. Deputy Chairs
 3. Officers\

3. Eligibility to vote

- All Alliance DIT members ('members') are entitled to vote in any election of a DITC leadership position.

4. Returning Officer

An Alliance Staff member shall be nominated as the independent Returning Officer for DITC elections. In this role they will:

- Receive all nominations from candidates via email.
- Request written candidate nomination statements and distribute to DIT members for review prior to election, as described in part 6, timing of election process.
- Ensure the election rules are upheld and process duly followed.
- Notify the membership of any breaches and arbitrate resolution as necessary.

5. Nomination process

- An eligible candidate must self-nominate for the chosen position.
- An eligible candidate nominating for an advertised position must provide a candidate statement of no more than 250 words to accompany their nomination, outlining their vision for the role, what they individually would bring to it, and any relevant experience. An appropriate photo can also be provided to accompany their nomination if the position is contested and an election for that position is required.
- All nominations must be submitted in writing to the Returning Officer.
- If the number of nominations for any position(s) are less than or equal to the number of position(s), then the existing DITC executive is authorized to approve the nomination(s) without the need to proceed through to formal election.
- If no eligible candidates nominate for a position, it will remain a casual vacancy, which may be filled by an eligible candidate following self-nomination, with application review and endorsement by the DITC executive.

6. Timing of election process

- A notice of election should be issued no later than 4 weeks prior to the commencement of planned election, and include a call for nominations for all positions with expiring terms.
- All nominations should be received by the Returning Officer and circulated for review by members no later than 2 weeks prior to the planned election.
- The formal election process should ideally occur in March each year to ensure consistent term length, but may take place between February and May if required.
- Elections for all positions requiring one should occur concurrently.

7. Voting process

- Voting will be undertaken electronically, using an online survey tool with a user-specific link distributed to members to ensure one vote per member.
- Votes will be cast in one round, with sequential exclusion of successful candidates with any cascading nominations.
- Voting will be open for a two week period.
 - Casting votes:
 - User-specific survey link to sent to all members.
 - Preferential voting system for all positions (ie. must rank all candidates in numerical order of preference, for each position).
 - When votes counted, positions considered in order (determined in part 2: Eligibility to nominate as an office bearer):
 - First-past-the-post result ie. highest number of first preference votes lead to candidate(s) deemed successful

- In the case of a tied result, repeat first-past-the-post with second preferences, candidate(s) with highest number deemed successful
- Any successful candidates with cascading nominations to be excluded from consideration from vote count for position(s) below the one for which they are successful (order per point 2: Eligibility to nominate as an office bearer).
- Repeat this process for other positions.

8. Casual vacancies

In the circumstance of a casual vacancy (in which an office bearer resigns prior to the conclusion of their term), the following processes will apply:

- *Casual vacancy of Co-Chair role*: election according to the process outlined in this document, with selected candidate recommended to the AMA or ASMOF Council (depending on whether vacancy created by AMA DIT Councillor or ASMOF SMOG Chair respectively) for endorsement and thus confirmation as Co-Chair.
- *Casual vacancy of other positions*: should a casual vacancy arise the remaining executive, in consultation with officers, will recommend a member meeting the eligibility criteria for the position to the next DITC Meeting for endorsement.

9. Grievances

- If any member holds significant concerns associated with the candidacy or subsequent election of any candidate, they may be referred to the Returning Officer or the DITC and dealt with as deemed fit on a case-by-case basis.