



Expressions of interest, Chair Specialist Education Accreditation Committee

The Australian Medical Council (AMC) is seeking to appoint a Chair of its Specialist Education Accreditation Committee (SEAC).

SEAC is an established AMC standing committee. It performs functions concerning the standards of medical education and training including: developing and monitoring standards for accreditation of specialist medical programs, education and training for endorsement of registration, continuing professional development, and specialist international medical graduate assessment; and overseeing AMC accreditation processes for specialist medical programs and continuing professional development programs and programs for endorsement of registration. The Committee also oversees the AMC's advisory role to the Medical Board of Australia on the recognition of new and amended medical specialties and fields of specialty practice.

This is a significant position in the AMC's governance structure. The Chair of SEAC is a Director of the AMC and a Member of the Australian Medical Council *ex officio*. Preparation for and attendance at meetings of SEAC, Directors and Council will entail about 14 days per year. The term of appointment of the Chair of the Specialist Education Accreditation Committee is four years.

Information on the work of the Committee and the role are available in the [candidate expression of interest pack](#) on the AMC's website.

Further information about the Committee and the AMC accreditation process can be obtained from Theanne Walters, Deputy CEO, theanne@amc.org.au.

To express interest in this position, please complete and return the EOI form, together with a current curriculum vitae, by COB Wednesday 25 November 2020 to council@amc.org.au. An AMC Directors' Selection Panel will complete the review of applications, interview shortlisted applicants, and make a recommendation on the appointment of the Chair of the Specialist Education Accreditation Committee to the AMC Directors. The AMC expects to complete this process in early December 2020.

APPLICATIONS CLOSE COB Wednesday 25 November 2020

Diversity and inclusion are considered essential to the AMC's continued success. The AMC values diversity of thought and experience and believes that an inclusive and collaborative culture underpins the accreditation and assessment of medical education. We celebrate and promote diversity as a key strength of our organisation.



Chair, Specialist Education Accreditation Committee

The Australian Medical Council Limited is a national standards body for medical education and training. Its purpose is to ensure that standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

It is the accreditation authority for the medical profession under the Health Practitioner Regulation National Law, and manages the accreditation of programs and providers in all stages of medical education. On behalf of the Medical Board of Australia, it develops accreditation standards, accredits programs and providers that meet those standards, and monitors programs and providers to ensure they continue to meet the standards.

Three AMC committees, Medical School Accreditation Committee, Prevocational Standards Accreditation Committee and Specialist Education Accreditation Committee, oversee these processes.

The Specialist Education Accreditation Committee (SEAC)

Reporting to the AMC Directors, the Specialist Education Accreditation Committee:

- (i) Develops, monitors and reviews standards and procedures relating to the accreditation of medical programs and the assessment of programs and their education providers
- (ii) Oversees the AMC's accreditation activities for specialist medical programs and continuing professional development programs and programs for endorsement of registration
- (iii) Supports improvement in medical education in Australia and New Zealand
- (iv) Oversees the AMC's advisory role to the Medical Board of Australia on the recognition of new and amended medical specialties and fields of specialty practice.

The Committee includes members appointed after consultation with the Australian health jurisdictions; Australian Medical Association; Council of Presidents of Medical Colleges; Medical Board of Australia; Medical Council of New Zealand; Medical Deans Australia and New Zealand; and Universities Australia. The Committee also includes Aboriginal and Torres Strait Islander and Māori members, a doctor in training, members with background in and knowledge of health consumer issues, and members of the Council.

The Committee has two subcommittees. The Progress Reports Sub Committee reports on the monitoring of accredited programs and providers, and the Recognition of Medical Specialties Sub Committee submits to the Committee advice on applications for recognition of new medical specialties.

The Chair of the Committee

The Chair of the Specialist Education Accreditation Committee will be a medical practitioner, with the professional networks in the profession to support this leadership role, and a record of achievement in policy development relating to medical education and practice at state/territory and/or national level. Appropriate background or experience includes senior academic appointment, expertise in postgraduate medical education and expertise in accreditation of education programs and/or institutions.

Committee members are expected:

- to support professional accreditation as a quality improvement and quality assurance mechanism, and to be willing to contribute to the review and development of the AMC processes
- to be familiar with the Standards and Procedures for Assessment and Accreditation of Specialist Medical Programs and Continuing Professional Development Programs by the Australian Medical Councils
- to be aware of current issues in medical education and health care delivery
- to be supportive of innovation and evolution in medical education and practice, and
- to contribute to the fair and impartial assessment of medical programs by consistent application of accreditation standards and processes.

The AMC has a [code of conduct](#) for accreditation.

Time commitment as Committee chair

The Specialist Education Accreditation Committee meets three to four times per year in a mix of online and face to face meetings (when this becomes possible). The Committee's business includes considering reports from AMC teams on their assessment of specialist training programs; appointing assessment teams; reviewing policy and procedures; and considering and shaping AMC project work.

At any time, the Committee has or is contributing to least one working party reviewing or developing the accreditation process or standards, or planning a workshop on some aspect of accreditation or medical education.

The Committee Chair works closely with AMC staff who implement the accreditation process and manage the reporting between the Committee and AMC Directors and the Committee and education providers. Staff provide a regular briefings on the ongoing work program.

The Committee Chair:

- attends ad hoc meetings with individual education providers to discuss their accreditation
- reviews draft correspondence and submissions on complex and non-routine matters, and may be a media spokesperson on accreditation issues
- contributes to AMC workshops about accreditation processes and standards and on medical education topics
- regularly presents AMC accreditation items to meetings of the Medical Board of Australia.

The Chair of the Specialist Education Accreditation Committee is ex officio a member of:

- The AMC Directors, who manage the AMC's business and may exercise all the powers of the Australian Medical Council that are not, by the Australian Charities and Not-for-profits Commission Act, the Corporations Act or by the AMC Constitution, required to be exercised by the Australian Medical Council in general meeting.
- The Australian Medical Council Ltd.

Australian Medical Council
November 2020

General Information on the AMC committees

The Australian Medical Council is an independent national standards body for medical education. Its purpose is to ensure that standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

The AMC is appointed by the Medical Board of Australia to act as the external accreditation authority for the medical profession under the Health Practitioner Regulation National Law Act 2009. In this capacity it is responsible for developing standards for all phases of medical education and training: medical school, intern and specialist medical training. It accredits programs and providers in all these stages. The AMC also runs the national assessments of the knowledge, clinical skills and professional attributes of overseas qualified medical practitioners who are seeking registration in the medical profession in Australia.

The AMC is a Company Limited by Guarantee, governed by the Directors. It is subject to the Corporations Act and operates in accordance with its [Constitution](#). It is a registered charity with the Australian Charities and Not-for-profits Commission. The current [AMC Strategic Plan](#) covers the period 2018-2028.

AMC standing committees report to the Directors and provide advice and recommendations to Directors and the Council. The AMC Secretariat manages the operational work of the AMC and supports the AMC committees. The AMC's main office is in Canberra and the AMC office in Melbourne is the site of the [AMC National Test Centre](#).

Role and membership of the Council

The Constitution of the Australian Medical Council Ltd describes the objects of the Company and role of the Members.

Generally, there are two AMC Council meetings per year, a general meeting (held mid-year) and the Annual General Meeting (held in November).

At the Annual General Meeting the Council receives and considers the audited financial reports of the AMC, the reports of the Directors, and appoints the auditor (if necessary). The Council also elects the President, Deputy President and a number of the AMC Directors. Every member of the Council has full membership and voting rights and responsibilities.

The general meeting is generally focussed on presentations and discussions of issues related to the purpose of the AMC, and AMC strategic projects and directions. Meetings can include engagement with a specific region or community, and discussion about the medical education and health care needs in that region or community.

The Members are drawn from a wide cross section of the groups associated with medical education, health delivery and the standards of medical practice in Australia. There are positions for

- members with expertise in medical regulation
- members with experience in medical education and training at medical school, specialist medical college and intern and prevocational training stages as well as for an academic staff member of an Australian university
- members drawn from the medical profession

- students and trainees, including medical student, junior doctor and specialist medical program trainee members
- Aboriginal, Torres Strait Islander and Māori members
- health consumers and community members
- senior executives of Australian public and private hospitals
- a member with recent or current experience with the Australian Commission on Safety and Quality in Health Care
- the Chairs of each of the five AMC Standing Committees.

Powers, Duties and Role of Directors

The powers and duties of the AMC Directors are set out in the AMC Constitution, the Corporations Act, the Australian Charities and Not-for-profits Commission (ACNC) Act and the general law. Their role is to provide governance and strategic leadership to the AMC. The Board Charter (29 July 2020) is attached.

Directors contribute to:

- meetings of AMC Directors (approximately eight per year)
- meeting of the members of the Australian Medical Council (two per year)
- Director committees and working groups
- strategic planning sessions.

AMC staff

AMC staff support the AMC committees. They provide training and induction on AMC systems and processes, organise meetings, prepare agenda papers, manage meeting reports and follow up action, and manage the flow of information and recommendations between AMC committees.

The AMC uses an online portal for disseminating agenda papers.

Fees, travel and accommodation

The AMC meets the cost of necessary accommodation, meals and incidental expenditure, such as taxi fares. The AMC organises travel and accommodation on behalf of all AMC committee members.

The AMC pays daily sitting fees for scheduled committee, Directors and Council meetings.

Specialist Education Accreditation Committee

Terms of reference, membership and operations

Diversity and inclusion are considered essential to the AMC's continued success. The AMC values diversity of thought and experience and believes that an inclusive and collaborative culture underpins the accreditation and assessment of medical education. We celebrate and promote diversity as a key strength of our organisation.

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1. Terms of reference

1.1. Role

The Specialist Education Accreditation Committee is a standing committee of the Australian Medical Council (AMC), established under the Constitution of the Australian Medical Council Limited to perform functions in connection with the standards of medical education and training, specifically specialist medical education, education and training for endorsement of registration, continuing professional development, and specialist international medical graduate assessment.

The committee's role relates to the following objects of the Company:

- A. to improve health through advancing the quality and delivery of medical education and training associated with the provision of health services in Australia and New Zealand;
- B. to develop accreditation standards, policies and procedures for medical programs of study based predominantly in Australia and New Zealand, for prevocational supervised practise in Australia, and for assessment of international medical graduates for registration in Australia;
- C. to assess programs of study and/or supervised practice based predominantly in Australia and New Zealand leading to registration of the graduates or participants of those programs to practise medicine in Australia to determine whether the programs meet approved accreditation standards, and to make recommendations for improvement of those programs;
- D. to assess education providers based predominantly in Australia and New Zealand that provide programs of study leading to registration of the graduates of those programs to practise medicine in Australia, to determine whether the providers meet approved accreditation standards;
- G. to assess the case for the recognition of new medical specialties;
- H. to act as an external accreditation entity for the purposes of the Health Practitioner Regulation National Law;
- I. to advise and make recommendations to Federal, State and Territory governments, the Australian Health Workforce Advisory Council, the Australian Health Practitioner Regulation Agency, the Medical Board of Australia and State and Territory boards of the Medical Board of Australia, and any other state and territory medical regulatory authorities in relation to:
 - (i) matters concerning accreditation or accreditation standards for the medical profession
 - (ii) matters concerning the registration of medical practitioners
 - (v) the recognition of medical specialties
- J. to work with international health, education, accreditation and testing authorities and agencies to bring about improvement in standards of medical education and assessment; and
- L. to do all such matters as are ancillary to, convenient for or which foster or promote the advancement of matters that are the subject of these objects.

1.2. Responsibilities

The Specialist Education Accreditation Committee:

- (i) Develops, monitors and reviews standards and procedures relating to the accreditation of medical programs and the assessment of programs and their education providers. It:
 - recommends to Directors review of the approved accreditation standards and the terms of reference and scope of such reviews
 - recommends to Directors amendment to accreditation standards and procedures

- contributes to AMC staff reviews of guidelines and templates for accreditation processes.
- (ii) Oversees the AMC's accreditation activities for specialist medical programs and continuing professional development programs and programs for endorsement of registration. It:
- appoints AMC assessment teams
 - considers data and information gathered by AMC staff on feedback from AMC assessment teams and education providers following each AMC accreditation assessment
 - considers reports and data in relation to the operation and application of the accreditation standards and procedures and recommendations by AMC staff to improve processes and standards
 - considers reports of findings by AMC teams, and reports and makes recommendations to the Directors on accreditation, revocation of accreditation, review and management of progress by accredited programs and their providers
 - monitors the continuing compliance of accredited programs and their providers with the approved accreditation standards.
- (iii) Supports improvement in medical education in Australia and New Zealand. It:
- reviews and reports to Directors on achievement, performance and quality improvements in medical education and training
 - contributes to and advises the AMC on national and international developments and discussions concerning medical education
 - sponsors and undertakes activities that promote improvement in medical education that respond to evolving health needs and practices, and educational and scientific developments
 - cooperates and consults with other AMC standing committees on matters of mutual interest.
- (iv) Oversees the AMC's advisory role to the Medical Board of Australia on the recognition of new and amended medical specialties and fields of specialty practice. It:
- advises the AMC Directors on guidelines, policy and criteria relating to the recognition of medical specialties and fields of specialty practice
 - appoints recognition review panels
 - provides advice to the Medical Board of Australia on the AMC's assessment of applications for recognition.

1.3. Governance

The committee will conduct business according to AMC policies, accreditation procedures approved by Directors, and the Accreditation Code of Conduct.

The committee:

- reports and makes recommendations to AMC Directors as required under section 2
- reports on its activities to each general meeting of the Members of the Council
- receives reports and advice from its Progress Reports Sub Committee and its Recognition of Medical Specialties Sub Committee.

1.4. Delegated authority

The committee has authority to:

- appoint accreditation teams and recognition review panels
- appoint members of its sub committees
- approve changes to its sub committees' terms of reference
- complete routine monitoring of providers and programs.

In the course of its activities, the committee may ask AMC staff to consult as needed with education providers, community organisations, professional organisations and student/trainee organisations. The committee may also ask staff to undertake formal public consultation when required.

The chair of the committee has authority to:

- recommend to Directors short administrative extensions to accreditation for programs that meet the accreditation standards for periods of up to three months
- approve the membership of a panel for selection of a committee member
- appoint substitute members of accreditation teams.

2. Membership

The Specialist Education Accreditation Committee consists of those persons (not less than 14 in number) from time to time appointed by the Directors.

The term of office of a member of the committee (other than the chair, in that capacity) may not exceed four consecutive years. The term of office of the chair of the committee may not exceed four consecutive years.

If the Directors are satisfied that it is in the best interests of the Australian Medical Council, the Directors may permit the chair or a member of the committee to hold office for a period or periods of more than four consecutive years, but in any event no more than 8 consecutive years.

An appointment to an established position on the committee takes effect from the date of the vacancy in the position. For a new position, appointment takes effect from the date Directors make the appointment.

A member's term of office ends at the annual general meeting of the Council for the relevant year.

3. Chair

AMC Directors appoint the chair of the committee, who becomes ex officio a Director of the AMC. The AMC Directors will choose the chair through an open selection process.

The chair of the committee may nominate a member to be the deputy chair of the committee. The appointment as deputy chair ends when that member's term on the committee ends. Appointment as deputy chair does not lead automatically to appointment as chair.

4. Operations

4.1. Appointment of members

The membership provisions and appointment processes are shown in Appendix A.

For a position that is filled after seeking recommendations from a nominating body, the AMC will seek nominations at least three months before the term of office ends. The AMC asks nominating bodies to provide at least two and desirably three nominations for each vacant position, to enable the AMC to appoint a committee with appropriate diversity.

For other positions, AMC staff will establish an open selection process, involving an invitation to submit expressions of interest against a position description, and short listing and interview by a selection panel chosen by the chair.

4.2. Meetings

AMC staff will set dates for committee meetings in consultation with committee members and based on the accreditation work program, and the work programs of the committee's sub committees.

AMC staff will, in discussion with the committee chair, cancel meetings for which there is insufficient decision making items to warrant a meeting.

The committee will meet as required by a mix of face-to-face meetings and meetings by teleconference (or other technology-enhanced platform).

Papers will be distributed electronically by the AMC's portal for distribution of papers.

A member who wishes to have a matter discussed at a committee meeting should advise AMC staff ten days before the meeting (the deadline for agenda items). Sufficient background information must be provided to allow for adequate discussion.

4.3. Quorum

The quorum of the committee is the whole number which is the next number after dividing the total number of appointed members by two. Members present in person includes participation in the meeting through any electronic means approved by the chair of the meeting.

4.4. Determination of decisions/recommendations

Voting: Where voting on an item is required, decisions will be based on a simple majority of members present with abstentions not counted in the total number of votes. Voting will be by show of hands, with alternate provisions for members participating by teleconference.

Items dealt with out of session by circular resolution: If the committee needs to make a decision outside a regular meeting, AMC staff will circulate the resolution and background papers to members. A deadline for response to the resolution will be provided. Where there is no response by the deadline, and no indication that the member is unavailable to respond, it will be assumed the resolution is agreed. Decisions will be made on the basis of a simple majority of members.

4.5. AMC secretariat

The AMC will select a staff member to support the committee, who will be the contact point for members of the committee. This AMC staff member is responsible for:

Supporting good practice and efficient decision making

- providing training and induction on AMC systems and processes
- managing communication with the Medical Board of Australia, Medical Council of New Zealand and education providers
- managing the flow of information and decision items between AMC committees

Organising meeting

- scheduling meetings and notifying committee members

- inviting specialists/subject experts to attended meetings when agreed by the Chair
- issuing notices of meeting

Agenda papers

- consulting the chair on agendas
- preparing agendas and supporting documentation
- distributing the agenda and meeting materials five working days prior to the meeting

Meeting reports and follow up action

- taking notes of proceedings and preparing minutes of meetings
- distributing the minutes no more than four weeks after the meeting.

A separate document sets out the AMC administrative responsibilities for organising travel and accommodation, and payment of fees.

5. Declaration of interest

Directors and members of AMC committees must complete AMC standing notices of interest and must update these regularly.

AMC staff will make declarations of interest available at each meeting of the committee and will list in the agenda conflicts identified.

The agendas for AMC committee meetings will begin with a 'declaration of interests', in which members are requested to declare any additional personal or professional interests which might, or might be perceived to, influence their capacity to undertake impartially their roles as members of the committee.

Members will not vote on matters on which they have a declared personal or professional interest. The AMC will provide guidelines to each committee on the management of other common interests (e.g. faculty member or fellow of an accredited education provider). The committee will decide how each member's interest in a particular item will be managed, for example by exclusion from the meeting or from discussion of the relevant item, within AMC guidelines.

All declared interests will be recorded in the committee minutes, as will the committee's decision in relation to the interest.

Where the chair is the subject of the conflict of interest, the deputy chair or a temporary chair appointed for that purpose will lead the discussion on the relevant item(s) of business.

6. Evaluation and review

The committee will establish a regimen for review and acting on outcomes.

The committee will report annually to Directors on outcomes of its evaluation and review processes.

APPENDIX A: Membership of the Specialist Education Accreditation Committee

Membership category	Selection process: Nominations/ Expression of interest (EOI)
Chair – appointed by AMC Directors	EOI
Deputy Chair – appointed by AMC Directors on advice of the Chair	Chosen by Chair from among the members
At least one member of the Council	EOI
Chair, Recognition of Medical Specialties Sub Committee	EOI
Chair, Progress Reports Sub Committee	EOI
Aboriginal and Torres Strait Islander member	EOI
Māori member	EOI
One member with experience in setting professional standards drawn from the medical profession	Nominations by the AMA
Three members from the specialist medical education and training phase of medical education	Nominations by the Council of Presidents of Medical Colleges:
One member with experience of delivery of specialist medical education and training in New Zealand	Nominations by the Medical Council of New Zealand
A member on behalf of the Commonwealth health department	Nominations by the Australian Health Ministers' Advisory Council
A member on behalf of the state /territory health jurisdictions	Nominations by the Australian Health Ministers' Advisory Council
A medical educationalist	Nominations by the Medical Deans Australia New Zealand
A member with expertise in graduate (non-medical) education	Nominations by Universities Australia
A senior specialist medical trainee or doctor who has completed specialist medical training within 12 months of appointment	Nominations by the AMA Council of Doctors in Training
Two members with a background in, and knowledge of, health consumer issues	EOI

Approved 6 March 2020

Updated 12 June 2020 (Constitutional amendments)

Charter

AMC Board

Approved: 29 July 2020

Diversity and inclusion are considered essential to the AMC's continued success. The AMC values diversity of thought and experience and believes that an inclusive and collaborative culture underpins the accreditation and assessment of medical education. We celebrate and promote diversity as a key strength of our organisation.

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1. Purpose

The purpose of this Charter is to set out the roles, responsibilities and authorities of the Board of Directors of the Australian Medical Council (AMC) (both individually and collectively) in setting the direction, management and control of the organisation.

2. Responsibilities

The powers and duties of the AMC Directors are set out in the AMC Constitution, the Corporations Act, the Australian Charities and Not-for-profits Commission (ACNC) Act and the general law.

Without limiting those powers and duties, the Board expressly considers itself responsible for the following:

- a) pursuing the Objects of the AMC as outlined in the Constitution
- b) ensuring a system of corporate governance that is compliant with the Corporations Act, the ACNC Act and the Council's Constitution, and is good practice
- c) protecting, promoting and preserving the AMC's reputation and standing
- d) setting strategic direction and ensuring resources are aligned accordingly
- e) reviewing and ratifying systems of risk management, compliance and control and ensuring appropriate systems are implemented
- f) evaluating and monitoring
 - i) the performance of the AMC and the implementation of strategy, including the Reconciliation Action Plan
 - ii) communication with stakeholders
 - iii) compliance with key laws, regulations and policies
- g) approving the annual budget
- h) reviewing and approving the annual report and financial statements
- i) approving annual audit fees
- j) approving and monitoring the progress of major capital expenditure, capital management and acquisitions and divestitures and not allowing the charity to operate while insolvent
- k) appointing, appraising and, if necessary, removing, the CEO and/or the Company Secretary
- l) creating committees to assist in the work of the AMC and:
 - i) appointing people to committees, including Directors
 - ii) receiving and considering recommendations from committees
 - iii) overseeing and reviewing committees
- m) exercising the accreditation functions outlined in the Health Practitioner Regulation National Law and the AMC's contract with Australian Health Practitioner Regulation Agency (AHPRA)
- n) reporting to Members, AHPRA and other relevant parties on the AMC's activities and performance
- o) implementing appropriate strategies and processes to monitor the performance of the AMC Directors in implementing their functions and powers
- p) using the Common Seal in accordance with the Constitution
- q) any matters in excess of the limits delegated to the CEO and senior management.

3. Roles

Directors

All directors have equal responsibility under the the Corporations Act, the ACNC Act and the general law for the governance of the organisation.

The President

The President's role is to:

- a) provide leadership for the Board
- b) act as the representative of the AMC, including in the media
- c) represent the AMC at meetings with external stakeholders as appropriate
- d) ensure that Board meetings are effectively conducted
- e) ensure that all new Directors undergo an appropriate induction program
- f) review with Directors on a continuing basis their development needs and ensure that appropriate development occurs
- g) together with the CEO, establish an annual Board calendar which ensures that the Board undertakes all its key responsibilities throughout the year
- h) establish the agenda for Board meetings in consultation with the CEO
- i) together with the CEO, ensure that appropriate Board papers are prepared on all matters for decision at Board meetings and that such papers are circulated in advance as specified in the Board Papers section in this Charter
- j) preside at Annual General Meetings, General Meetings and special meetings of members, and speak on behalf of the organisation at the meetings and in the reporting of performance and budget figures at the Annual General Meeting
- k) oversee the annual CEO evaluation process.

Deputy President

The role of the Deputy President is to assist the President in performing his or her role. In addition, the Deputy President fulfils the responsibilities of the President in the event that the President has temporarily vacated their position or is not present at a meeting of the Board.

4. Expectations

Directors are expected to:

- a) attend and actively participate in meetings
- b) stay informed on issues, prepare thoroughly for meetings and review and comment on Minutes and reports in a timely manner
- c) consider and respond to Circulating Resolutions in a timely manner
- d) serve on Board committees, sub-committees, working groups and panels, in particular the Finance, Audit and Risk Management Committee, Investment Policy Advisory Group and Standing Committees
- e) build a collegial working relationship with other Board members
- f) act with reasonable care and diligence, including maintaining the confidentiality of Board papers and decision processes, not misuse their position or information they gain, and act honestly and fairly in the best interest of the AMC and its charitable purposes.
- g) utilise skills, experience and knowledge to support the success of the AMC

- h) help communicate and promote the AMC's mission, purpose and services to the community
- i) become familiar with the AMC's strategy, activities, financial aims, resources, Reconciliation Action Plan and policies and procedures, and
- j) understand the National, State and Regional health and medical education contexts and issues, peak body status.

5. Meetings

Frequency

AMC Directors will agree on a schedule of meetings each year as required to meet the needs of the business and fulfil their role and function. This includes the General and Annual General Meetings. The President or Deputy President may at any time convene a meeting of Directors as necessary for the efficient performance of the organisation.

Agenda

The Company Secretary, in consultation with the President and the CEO, is responsible for preparing the agenda for each meeting. However, any Director may request items or notices of motion be included on the agenda for upcoming meetings. Such requests should be made by email to the President at least ten working days before the meeting unless the matter is urgent.

All business to be discussed at the meeting must be included in the agenda. Additional items can only be tabled and discussed at a meeting at the discretion of the Chair.

The first order of business is Acknowledgment of Country.

Attendees

The Directors, CEO and Company Secretary attend Directors' meetings. In addition, the Finance Manager and other executive staff may be invited to attend or give presentations. Other staff or guests may be invited for relevant parts of a meeting. The President or a majority of Directors may request the attendance at any meeting of Directors any person who, in their opinion, may be able to assist them in any matter under consideration.

A Director must send an apology to the President for any meeting which they are unable to attend prior to the commencement of the meeting. If a Director is absent for three consecutive meetings without leave being granted by Directors in advance, their office will become vacant.

Attendance for each meeting, and any absences during a meeting, are recorded in the Minutes. Meeting attendance records are included in the Annual Report.

Directors, the CEO and others attending meetings electronically should be familiar with the technology in use, take steps to limit the impact of their surroundings on the meeting (e.g. suitable background, mute when not speaking) and ensure that the meeting remains confidential to the attendees (e.g. screen not visible to others, use headphones).

In Camera Discussions

The Chair may direct any or all non-Director attendees to leave a meeting in order that discussions may take place in camera. Any decisions made during the in camera session should be included in the Minutes or a separate Minute provided.

Circulating resolutions

Circulating resolutions are generally used for straightforward administrative decisions. They are approved by the President or Deputy President before circulation.

6. Secretariat

The AMC Secretariat is responsible for:

- a) scheduling meetings and notifying Directors
- b) inviting specialists/subject experts to attend meetings when agreed by the President
- c) consulting the President on agendas
- d) preparing agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda
- e) distributing the agenda and meeting materials at least five working days prior to the meeting
- f) taking notes of proceedings and preparing Minutes of meetings
- g) distributing the Minutes to all Directors no more than 10 working days after the meeting
- h) booking travel and accommodation
- i) arranging payment of sitting fees.

7. Conflicts of Interest

Directors must declare any relevant personal or professional interests that may be perceived to conflict with their ability to impartially consider any agenda item. A Standing List of Interests is included in Directors meeting papers. Directors should refer to the Directors' *Conflict of Interest Policy*.

8. Evaluation and review

Agendas will include the opportunity for Directors to provide feedback on the meeting.

Directors will consider an annual assessment of performance against the Charter and other performance criteria.

9. Appendices

9.1. APPENDIX A: Membership

Name	Details (i.e., sector)	Date appointed	Director Term concludes
Professor David Ellwood	President	November 2018	November 2020
Professor Kate Leslie AO FAHMS	Deputy President, Chair, SEAC	November 2018	November 2020
Professor Lisa Jackson Pulver AM	Universities Australia	November 2017	November 2020
Professor Eleanor Milligan	Community Member	November 2018	November 2020
Dr Bruce Mugford	MBA State/Territory Board Member	November 2018	November 2020
Professor Geoff McColl	Chair, MedSAC	November 2016	November 2022
Professor Suzanne Pitama	Chair, Aboriginal, Torres Strait Islander and Māori Committee	October 2019	November 2023
Emeritus Professor David Prideaux	Chair, Assessment Committee	November 2019	November 2023
Dr Andrew Singer AM	Chair, PreVAC	November 2018	November 2022

9.2. APPENDIX C: Version Control

Version	Reviewed by	Approved by	Date	Changes
1	Directors	Directors	29/7/2020	New Charter

Chair, Specialist Education Accreditation Committee Expression of Interest Form

Please complete this form and return (Word format) to Council@amc.org.au by close of business **Wednesday 25 November**.

Name	
Family Name:	
Given Name/s:	
Title:	
Personal information	
Gender	Identification as Aboriginal, Torres Strait Islander, Māori
Male <input type="checkbox"/>	Aboriginal <input type="checkbox"/>
Female <input type="checkbox"/>	Torres Strait Islander <input type="checkbox"/>
Other <input type="checkbox"/>	Māori <input type="checkbox"/>
Contact details for this application	
Preferred phone contact:	
Alternate phone:	
Email:	
Qualifications	
<p>List qualifications and please indicate any specifically relevant to the role.</p>	
Current role and experience	
Current role	
Summary of relevant experience	
Declaration of interests relevant to the role e.g. fellow/trainee of AMC accredited college; health profession registrations; director, employee or committee member of a relevant organisation	



Interest in the role	
Why do you wish to be considered for the position?	
List your contributions to the AMC	
Selection criteria	
Eligible to be a director of an Australian company	
Professional links in the medical profession	
Record of achievement in policy development in medical education and/or practice	
Leadership skills	
Experience chairing committees	
CV	
Please include a PDF copy of your full CV with your submission	