



EXPRESSIONS OF INTEREST

CHAIR OF THE AMC

ABORIGINAL, TORRES STRAIT ISLANDER AND MAORI COMMITTEE

The Australian Medical Council (AMC) in June 2019 established an Aboriginal, Torres Strait Islander and Māori Committee as a Standing Committee of the AMC to strengthen its approach to improving the health and social outcomes for Aboriginal and Torres Strait Islander peoples in Australia and Māori in New Zealand.

The AMC is seeking to appoint a Chair of the Aboriginal, Torres Strait Islander and Māori Committee. The Chair of the Committee must be Aboriginal, Torres Strait Islander or Māori and will possess strong leadership skills and committee experience. The successful candidate will have a sound knowledge of or experience in the areas of health, training and education that are regularly considered by the AMC and that relate to Indigenous health, an understanding of the Australian and New Zealand health systems, and have good community standing.

The Chair will also be, ex officio, a Director and a Member of the AMC Ltd, a company limited by guarantee and a registered charity under the Australian Charities and Not for Profits Commission. The AMC is an independent national standards body for medical education and training whose 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 Committee reports to the AMC Directors and provides strategic advice and recommendations on important matters related to Aboriginal, Torres Strait Islander and Māori health, ensuring that the rights and cultures of Aboriginal and Torres Strait Islander peoples and Māori are respected and affirmed throughout the work of the AMC.

The term of appointment will be for four years. The successful candidate will be an active Chair who will be able to commit up to 40 days per year to progress the work of the Committee and to prepare for and attend meetings of the Committee, Directors and Council.

The full candidate nomination pack, including the EOI form, Committee Terms of Reference, Directors Charter, and other governing documents can be obtained by emailing council@amc.org.au

To nominate for the position candidates must complete and return the Expression of Interest Form by 5.00pm AEDT, Friday 4 March 2022. All applications will be reviewed by an AMC Selection Panel and shortlisted candidates invited to participate in an interview.

Aboriginal and or Torres Strait Islander or Māori candidates need only apply – [Discrimination Act 1991](#) (ACT).

APPLICATIONS CLOSE 5.00PM AEDT FRIDAY 4 MARCH 2022

General Information for AMC Standing Committee Chairs

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 protect and promote the health of the Australian community.

The AMC is appointed under the Health Practitioner Regulation National Law Act 2009 as the external accreditation authority for medicine. In this capacity it is responsible for setting standards for medical education and training at medical school, intern and specialist medical training stages. It accredits programs and providers in all these stages of basic medical education (medical courses), intern training and specialist medical education and training leading to registration. It also conducts the assessment of non-specialist International Medical Graduates (IMGs) leading to general registration and facilitates the assessment of overseas trained specialists by the relevant Specialist Medical Colleges.

The AMC is a Company Limited by Guarantee and a registered charity. It is subject to the Corporations Act, the Australian Charities and Not-for-Profits Commission Act and operates in accordance with its Constitution. The AMC is governed by the Directors of the AMC. AMC Standing Committees and working groups provide support and advice to the Directors and to the Council. The AMC Secretariat, largely based in Canberra, supports the functions of the AMC. With funding assistance from Health Workforce Australia, the AMC developed the AMC National Test Centre (NTC) in Melbourne, predominantly to increase the availability of the structured clinical examinations for International Medical Graduates. A number of AMC staff are located at the NTC.

Key documents:

- [Constitution](#)
- [Strategic Plan 2018-2028](#)
- [Annual Report.](#)

Standing Committee Chairs

Under the AMC's Constitution, Chairs of the five Standing Committees are, ex officio, Members and Directors of the AMC Ltd.

Responsibilities of Directors

The Directors (AMC Board) are responsible for the overall governance, management and strategic direction of the AMC and for delivering accountable corporate performance in accordance with the organisation's goals and objectives. The powers of the Directors are outlined in the AMC Constitution. The Directors' Charter is *attached*.

AMC Directors have a special opportunity to contribute to the AMC's charitable purpose and to promote the health and wellbeing of the Australian community. Commitments as a Director of the AMC include:

- attendance at meetings of AMC Directors (approximately nine per year, including face-to-face and videoconference)
- attendance at Council meetings (two per year, see below)
- membership of Board committees
- attendance at strategic planning sessions, and
- duties as requested by the President or Deputy President.

Responsibilities of the Council

Members are appointed according to the categories defined in the Constitution, drawn from a wide cross-section of the groups associated with medical education, health delivery and with the standards of medical practice. The current [AMC Council Members](#) list is available on the AMC's website.

The role of Council (AMC Ltd Members) is two-fold:

- individual Members of a Company Limited by Guarantee with the roles and responsibilities outlined in the AMC Constitution and Commonwealth Acts
- a community of individuals bringing their views and experience as ambassadors of sectors or organisations to provide input to the operations and strategic direction of the AMC.

The Council meets twice a year – a General Meeting (mid-year) and the Annual General Meeting (November). Site visits are generally held to coincide with one of the meetings.

Every member of the Council has full membership and voting rights and responsibilities of AMC Ltd. The following documents can be accessed on the AMC's website (www.amc.org.au):

At the Annual General Meeting the Council receives and considers the audited financial reports of the AMC, the reports of the Directors and Standing Committees, and appoints the auditor (if necessary). Every second year the Council also elects the President, Deputy President and three of the AMC Directors. The Council's responsibilities also include shaping the AMC's strategic direction and ensuring the AMC's Constitution remains fit for purpose.

The General Meeting is held in various locations, including rural and regional Australia. Council also undertakes site visits to meet with community members and local health and education bodies to gain a better understanding of issues related to the purpose of the AMC. The composition of the Council ensures that issues can be explored from a number of perspectives.

Secretariat

The Secretariat supports Council Members with any queries on AMC's processes, procedures or Agenda papers.

The AMC will arrange travel and accommodation for meetings and cover the costs of necessary travel, accommodation, meals and incidental expenditure, such as taxi fares.

Sitting fees are paid for meeting attendance. However, there are circumstances in which fees are not paid, for example where the Member is a State or Commonwealth public servant.

Terms of Reference

AMC Aboriginal, Torres Strait Islander and Maori Committee

Approved: 29 July 2020

Diversity and inclusion is 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. Establishment

Under Article 12.1 (h) the AMC has established the Aboriginal, Torres Strait Islander and Maori Committee.

The Committee succeeds previous groups as detailed in Appendix A.

2. Purpose, Role and Responsibilities

2.1. Purpose

The Australian Medical Council (AMC) has established the Committee to strengthen the AMC's approach to improving the health and social outcomes for Aboriginal and Torres Strait Islander peoples in Australia and Māori in New Zealand.

2.2. Role

The Aboriginal, Torres Strait Islander and Māori Committee will, as per all AMC committees, report to the AMC Directors and will provide strategic advice and recommendations on important matters related to Aboriginal, Torres Strait Islander and Māori health.

2.3. Responsibilities

- a) Direct, guide, monitor, evaluate and provide recommendations to the AMC, and the AMC Directors in relation to the appropriateness of policies and their implementation to ensure that the rights and cultures of Aboriginal and Torres Strait Islander peoples and Māori are respected and affirmed throughout the work of the AMC.
- b) Direct, guide, monitor and evaluate the standards for accreditation and assessment of Aboriginal, Torres Strait Islander and Māori health education and training
- c) Recommend appropriate memberships and/or representation of the AMC on government, professional and community groups and other forums related to the health and wellbeing of Aboriginal and Torres Strait Islander peoples and Māori.
- d) Facilitate, direct and monitor the development and maintenance of partnerships, relationships and linkages with key stakeholders that lead to the legal recognition of, and respect for, the distinctive status of Aboriginal and Torres Strait Islanders as First Peoples.
- e) Direct, review, and endorse policies and positions that address matters concerning the health of Aboriginal and Torres Strait Islander peoples and Māori before public release.
- f) Direct, guide, and monitor the establishment of scholarships for Aboriginal, Torres Strait Islander and Māori Peoples.
- g) Direct, guide, and monitor the AMC in developing an Aboriginal, Torres Strait Islander and Māori networks to influence and support the professional development and cultural proficiency of all staff within the AMC.

- h) Direct, guide, and monitor the AMC to develop an Aboriginal, Torres Strait Islander and Māori networks to influence and support the professional development and cultural proficiency of AMC stakeholders, and members of external assessment and/or accreditation teams.
- i) Direct, guide, monitor, review, inform and endorse the scope of formal agreements with AMC's Indigenous stakeholder organisations.
- j) Direct and guide the development and implementation of a policy on research into Aboriginal, Torres Strait Islander and Māori health.
- k) Make recommendations, review and endorse the scope of on the development of internal policies and strategies that will support the AMC's Aboriginal, Torres Strait Islander and Māori Health Statement.
- l) Work collaboratively with AMC committees to address strategies that improve health outcomes for Aboriginal and Torres Strait Islander peoples and Māori on all the outcomes of the AMC.
- m) Guide, recommend, and monitor the appointment of Aboriginal and Torres Strait Islander peoples and Māori to all AMC committees and/or working groups.
- n) Take up membership on other AMC committees and/or working groups as required by this Committee, to address strategies that improve health outcomes for Aboriginal and Torres Strait Islander peoples and Māori on all the outcomes of the AMC.

3. Governance

3.1. Committee Role

The Committee will:

- a) determine an annual work program in line with AMC's Strategic Plan
- b) make recommendations to Directors on any matter related to its responsibilities as per section 2 of these terms of reference
- c) present a bi-annual report to Directors
- d) report annually to the Council

3.2. Secretariat Role

The AMC secretariat for this Committee will:

- a) Prepare papers and take minutes for meetings of the Committee
- b) Assist the Committee with succession planning
- c) Manage and report to the Committee the timeframes and process related to the terms of office and appointment of a member of the Committee

4. Composition

4.1. Members

AMC Directors shall appoint up to 12 members of the Committee – comprised of:

- a) At least six members of the AMC including:
 - Two AMC Directors, preferably the Chairs of other AMC standing committees¹

¹ MedSAC, PreVAC, SEAC, Assessment

- Up to four Aboriginal, Torres Strait Islander or Māori persons who are members of other AMC Committees².
- b) Two Aboriginal, Torres Strait Islander or Māori community members.
- c) One representative of the Australian Indigenous Doctors' Association nominated by that organisation.
- d) One representative of the Leaders in Indigenous Medical Education Network nominated by that organisation.
- e) One representative of the National Aboriginal Community Controlled Health Organisation nominated by that organisation.
- f) One representative of the Te Ohu Rata o Aotearoa Māori Medical Practitioners Association nominated by that organisation.

4.2. 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 must be an Aboriginal or Torres Strait Islander person or Māori.

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.

5. Meetings and Quorum

The quorum of the Aboriginal, Torres Strait Islander and Māori Committee is the whole number which is the next number after dividing the total number of appointed members by two.

The Committee will recognise the commitment made by all members and will ensure that its deliberations are robust, respectful and collaborative.

Any matters requiring a resolution by the Committee are to be determined by a consensus of the members present.

6. Term of Office, Review, Evaluation

The term of office of a member of the Aboriginal, Torres Strait Islander and Māori Committee (other than the Chair, in that capacity) may not exceed four consecutive years. The term of office of the Chair of the Aboriginal, Torres Strait Islander and Māori 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 Aboriginal, Torres Strait Islander and Māori Committee to hold office for a period or periods of more than four consecutive years, but in any event no more than eight consecutive years.

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

² Definition as per Constitution

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

7. Conflicts of Interest

Australian Medical Council (AMC) policies require that members declare any relevant personal or professional interests that may be perceived to conflict with their ability to impartially consider any agenda item. As these interests are reported, the Committee will be asked to determine how best to deal with them. All declared interests and the Committee's decision on handling any potential conflicts will be recorded in the Minutes.

Members should declare potential conflicts of interest to the meeting, and ensure they are correctly recorded. The Committee will determine the appropriate course of action to address conflicts of interest as they arise. Where the Chair is the subject of the conflict of interest, the Deputy Chair (or a temporary Chair may be appointed) will lead the discussion on the relevant item(s) of business.

The standing declarations of interest for all Committee members will be provided on the agenda.

APPENDIX A: Membership

Position and Nominating Body / Category of Membership	Name
Committee Chair	Associate Professor Suzanne Pitama
Deputy Chair <i>(also Aboriginal, Torres Strait Islander or Māori persons who are members of other AMC Committees)</i>	Dr Artiene Tatian
Members who are current AMC Directors	Emeritus Professor David Prideaux
	Professor Lisa Jackson Pulver AM
Aboriginal, Torres Strait Islander or Māori persons who are members of other AMC Committees <i>(up to 4)</i>	Ms Jacqui Gibson
	Dr Justin Gladman
	Ms Kiri Rikihana
	Ms Bianca Field
	Professor Karen Adams
	Professor Papaarangi Reid
Aboriginal, Torres Strait Islander or Māori community members	Dr Waikaremoana Waitoki
	Mr Phillip Mills
	Mr Karl Briscoe
Member nominated by the Australian Indigenous Doctors' Association	Dr Ngaree Blow
	Ms Monica Barolits-McCabe (proxy)
Member nominated by the Leaders in Indigenous Medical Education Network	Ms Candice McKenzie
	Dr Stewart Sutherland (proxy)
Member nominated by the National Aboriginal Community Controlled Health Organisation	
Member nominated by the Te Ohu Rata o Aotearoa Māori Medical Practitioners Association	

Charter

AMC Board

Version 1.1: 10 December 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 Kate Leslie AO FAHMS	President	November 2020	November 2022
Professor Geoff McColl	Deputy President, Chair, MedSAC	November 2020	November 2022
Professor Lisa Jackson Pulver AM	Universities Australia	November 2020	November 2022
Professor Robyn Langham	Chair, Specialist Education Accreditation Committee	December 2020	November 2024
Professor Eleanor Milligan	Community Member	November 2020	November 2022
Dr Bruce Mugford	MBA State/Territory Board Member	November 2020	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
Associate Professor Andrew Singer AM FACEM FIFEM	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
1.1	-	-	10/12/2020	Directors Membership