



**APPLICATIONS CLOSE: 5.00pm AEST, Friday 12 August 2022**

## Expressions of Interest for AMC Council

The Australian Medical Council (AMC) is an independent national standards body for medical education and training. Our purpose is to ensure that standards of education, training and assessment of the medical profession promote and protect the health of the Australian community. Our role also extends to accrediting medical schools in Aotearoa, and Australasian Colleges.

**The AMC is seeking to appoint two Members each of whom is, at the time of their appointment, or who has recently been, a community member of a State or Territory Board of the Medical Board of Australia.**

The term of appointment is for a maximum of four years, commencing at the conclusion of the AMC's Annual General Meeting on 25 November 2022.

The role of Council 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.

Members need to commit at least three full days per year to prepare for and attend the General Meeting (May/June) and Annual General Meeting (November). Members have the opportunity to collaborate with Council Members drawn from the medical profession, medical and health standards bodies, medical education and training, health consumers and community members and also have the opportunity to serve on AMC committees, expert groups and panels covering a range of business areas across the AMC.

The AMC is committed to diversity in Council Membership, reflecting diverse skills and experiences, geographical locations and academic, clinical, professional and community expertise.

To ensure we meet our strategic goal of ensuring culturally safe practice to improve health outcomes, we understand that we require Aboriginal and Torres Strait Islander and Māori Peoples in our governance. We are committed to a working environment that is inclusive and culturally safe for all. The AMC encourages Aboriginal and Torres Strait Islander and Māori Peoples to apply for all roles advertised.

The AMC is a Company Limited by Guarantee and a registered charity. It is subject to the Corporations Act, Australian Charities and Not-for-Profits Commission Act, and operates in accordance with its [Constitution](#).

To nominate for the position, candidates must complete and return the Expression of Interest Form along with their CV by 5.00pm AEST, Friday 12 August 2022. All applications will be reviewed by an AMC Selection Panel and shortlisted candidates invited to participate in an interview.

The Expression of Interest form and additional information is available at:

<https://www.amc.org.au/about/amc-member-and-committee-opportunities/>

Email enquiries and completed applications should be directed to: [council@amc.org.au](mailto:council@amc.org.au)

*Diversity and inclusion are considered essential to the AMC's continued success.*

*The AMC values the 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 significant strength in our organisation.*





# Australian Medical Council Limited

## General Information for AMC Council Members

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 currently 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.

## Membership 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 list of current [AMC Council Members](#) and membership categories is available on the AMC's website.

## Responsibilities of the Council

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](http://www.amc.org.au)):

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

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.

### **Time Commitment**

Participation on the AMC Council requires attendance at two one-day meetings a year as well as the site visit. Attendance may require significant travel and the AMC endeavours to give members adequate notice to ensure availability and attendance.

### **Secretariat Support**

The Secretariat supports Council Members with any queries on AMC's processes, procedures or Agenda papers. The Secretariat also arranges travel and accommodation for Council meetings.

The Secretariat utilises an online portal for disseminating Agenda papers to Council and provides a mechanism for Council Members to contribute to AMC responses to various external consultations.

Agenda papers generally include financial reports, election requirements and reports on AMC functions and activities. To meet the legal requirements to accept reports and to contribute effectively to the discussions, it is expected that Members will have read the papers.

### **Other opportunities**

Council members have the opportunity to serve as Directors and on Standing Committees, working groups and assessment teams of the AMC. The time commitments and responsibilities for these depend on the nature of the role.

### **Fees, Travel and Accommodation**

The AMC meets the cost of necessary accommodation, meals and incidental expenditure, such as taxi fares. The AMC Secretariat will organise travel and accommodation on behalf of all Members.

Council Members are paid a daily sitting fees. However, there are circumstances in which fees are not paid, for example where the Member is a State or Commonwealth public servant.