

Division:	Office of the CEO	Ref. No.	REG-1009
Department:	Governance		
Title:	Engagement of Community Members and Expert Advisors on RACS Committees and Boards		

1. PURPOSE AND SCOPE

This policy describes the role, responsibilities and selection criteria for community members and expert advisors appointed to RACS committees, boards and working parties. Engagement of community members and expert advisors demonstrates the College's commitment to the highest standards of accountable and transparent governance and decision-making. Community members and expert advisors are valued for the independent judgment, expertise, experience and societal perspective they offer.

2. KEYWORDS

Community member, expert advisor, honorary, committees, boards, criteria, appointment, reappointment, termination, confidentiality, conflict of interest

3. BODY OF REGULATION

3.1. Definition

Community members and expert advisors are engaged in an honorary capacity to contribute their skills, knowledge and experience. Expert advisors offer advice in a specific area of expertise (for example, commerce, finance, technology, property).

3.2. Committees and Boards

3.2.1. Community members and/or expert advisors are engaged in a range of College committees/board, including:

- Council
- Board of Surgical Education and Training
- Education Board
- Finance, Audit and Risk Management Committee
- Foundation for Surgery Board
- Governance Committee
- Investment Committee
- Property Committee
- Professional Standards and Advocacy Committee
- Professional Standards Committee
- Specialty Training Boards

RACS committee/board shall request Council approval to appoint a community member or expert advisor if not already specified in the relevant terms of reference.

3.2.2. A separate process nominates representatives on the Appeals Committee, ensuring members have specific expertise and experience relevant to a particular appeal.

3.3. Role

The role of community members and expert advisors includes the following responsibilities:

- To actively participate in committee/board meetings. Community members and expert advisors have the same responsibilities and voting rights as other members

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(unless otherwise specified in relevant terms of reference), except being able to elect or be elected to office bearer positions

- To contribute to robust, transparent decision-making that aligns with the College's mission, vision, values and strategic and business plans
- To provide a societal perspective on issues and/or specialised knowledge and advice
- To ensure the committee/board considers community and health consumer interests in its decision making.

3.4. Recruitment

The relevant secretariat coordinates the recruitment of community members and expert advisors with input from the committee/board chair and executive general manager.

Key selection criteria may include:

- Shared values and demonstrable, but independent, interest in the College purpose, activities and related health matters
- Time and capacity to add value and/or expertise
- Skills that contribute to achievement of the strategic goals of the committee/board
- Ability to provide a broad societal perspective on issues
- Understanding of governance issues
- Excellent interpersonal and communication skills
- Sound judgement and the capacity to be an enthusiastic and flexible team member
- Ability to analyse issues and judge their effects on the community
- Ability to negotiate on issues to achieve the best possible outcomes
- Computer skills and access to email
- Availability to participate in meetings as required

3.5. Appointment and induction

Community members and expert advisors are appointed in accordance with the relevant board/committee terms of reference. Following appointment, community members and expert advisors are inducted into their roles, ensuring they are equipped with the necessary information to fulfil their duties.

Appointment does not give an individual RACS employee status.

3.6. Remuneration

Direct costs incurred in attending committee/board meetings are reimbursed to community members and expert advisors in accordance with the Travel and Accommodation policy. The positions are honorary.

3.7. Insurance and indemnification

Community members and expert advisors will not be held responsible for any decisions after the receipt of their advice. The College indemnifies community members and expert advisors against any claims arising from their advice.

3.8. Compliance with RACS policies and procedures

Throughout the course of their engagement, community members and expert advisors are required to comply with all relevant RACS policies and procedures, including in relation to:

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- Acceptable workplace behaviour
- Confidentiality
- Conflict of interest
- Intellectual property
- Privacy

3.9. Representations on behalf of the College

Community members and expert advisors must not make public statements on behalf of the College without obtaining prior written approval through the chief executive officer. Examples include media interviews, speaking at conferences or written material for journals or other publications.

3.10. Duration of appointment

Appointments are made for a period of three years. Review of committee/board memberships occurs annually. Reappointment may occur by mutual agreement for a further two terms of three years. RACS reserves the right to extend or terminate a community member's or expert advisor's term without cause.

4. ASSOCIATED DOCUMENTS

Equal Opportunity and Acceptable Workplace Behaviour policy

Travel and Accommodation policy

Privacy of Personal Information policy

Conflict of Interest regulation

Building Respect and Improving Patient Safety: RACS Action Plan on Discrimination, Bullying and Sexual Harassment in the Practice of Surgery

Position Description – Community Member on Specialty Training Boards

Engagement of Community Members and Expert Advisors on RACS Committees and Boards Procedure

Reconsideration, Review and Appeal regulation

Approver-Authoriser Council