

Division:	Fellowship Engagement	Ref. No.	TOR-3013
Department:	Fellowship Services		
Title:	Fellowship Services Committee		

1. PURPOSE AND SCOPE

These Terms of Reference establish the Fellowship Services Committee.

2. KEYWORDS

Fellowship Services Committee Terms of Reference

3. BODY OF POLICY

3.1. Objectives

The objectives of the Fellowship Services Committee are to oversee:

- 3.1.1. Development of policies for the Fellowship Services portfolio.
- 3.1.2. The effectiveness of the services offered by the College Library in providing information to Fellows, Trainees and International Medical Graduates.
- 3.1.3. The effectiveness of the College website in providing services to Fellows, Trainees and International Medical Graduates and in providing information and promoting the activities and programs of the College to external agencies and members of the public.
- 3.1.4. Effective oversight of contract management within the Fellowship portfolio, including library contracts, patient information sheets, and government project contracts.
- 3.1.5. The provision of services to Fellows including but not limited to the provision of sections meeting the sub specialty interests and needs of Fellows, Trainees and International Medical Graduates.

3.2. Duties and Responsibilities

- 3.2.1. To develop and review position statements and guidelines.
- 3.2.2. To review the needs of Fellows, Trainees and International Medical Graduates on a pathway to Fellowship and make recommendations for services.
- 3.2.3. To set standards and policy and provide oversight for web and library information services for Fellows, Trainees and International Medical Graduates on a pathway to Fellowship in all specialties wherever they live and work.
- 3.2.4. To encourage junior doctors to pursue a surgical career and to promote diversity in the surgical community.
- 3.2.5. To govern committees, sections and working parties as identified here.

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3.3. Powers

3.3.1. The Committee shall have powers to make recommendations to Professional Development and Standards Board in relation to the objectives, duties and responsibilities listed above, including decisions regarding policies, position statements, strategic objectives, financial matters, and facilitation of implementation.

3.3.2. The Committees and Sections that report to the Fellowship Services Committee shall include those committees listed below, and shall include sub-committees, working parties and steering committees constituted within the Committees and Sections as listed below, including the Locum Evaluation and Peer Review Committee:

Committees/Sections reporting quarterly to the Fellowship Services Committee are:

- a. Medico Legal Section
- b. Pain Medicine Section
- c. Rural Surgery Section
- d. Senior Surgeons Section
- e. Surgical Directors Section
- f. Women In Surgery Section
- g. Indigenous Health Committee
- h. Younger Fellows Committee

Sections reporting annually to the Fellowship Services Committees are:

- i. Colon and R Surgery Section
- j. Endocrine Surgery Section
- k. Military Surgery Section
- l. Surgical History and Archives Section
- m. Surgical Oncology Section
- n. Transplant Surgery Section
- o. Upper Gastrointestinal, Hepatopancreatobiliary and Obesity Surgery Section

The Fellowship Services Committee may make recommendations to Professional Development and Standards Board regarding the governance of Sections and the Sections policy. The Fellowship Services Committee will oversee the relationship between the College and the Australian and New Zealand Chapter of the American College of Surgeons.

The list of committees and sections included in relation to these powers may be altered by Council or by Professional Development and Standards Board from time to time.

3.4. Composition and Size

3.4.1. Membership shall consist of the following Fellows:

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- a. One Councillor who shall be elected by Council as Chair
- b. Two other Councillors
- c. Two members of Professional Development and Standards Board
- d. Representative Global Health Section
- e. Chair Medico Legal Section
- f. Chair Pain Medicine Section
- g. Chair Rural Surgery Section
- h. Chair Senior Surgeons Section
- i. Chair Surgical Directors Section
- j. Chair Women In Surgery Section
- k. Chair, Indigenous Health Committee
- l. Chair Younger Fellows Committee

Appointment of the two Councillors, the two members of Professional Development and Standards Board, and any co-opted members shall be approved by the Chair of Professional Development and Standards Board.

The President may attend or Chair any meeting. The Chair of Professional Development and Standards Board may attend or Chair any meeting. The Chief Executive Officer may attend any meeting.

3.5. Tenure and Method of Appointment

In line with Council terms of appointment, a term of office shall be for a maximum of three years, and membership shall be for a maximum of three terms. In those instances when a member of the Fellowship Committee ceases to be a member of Council or Professional Development and Standards Board as relevant, those Fellows could no longer serve in their ex-officio capacity and shall cease to be a member of the Fellowship Services Committee.

3.6. Meetings

There shall be at least four meetings per year, three of which shall be held approximately four weeks prior to PDSB/Council meetings, one of which shall be held in April and one in August. All meetings shall be held by teleconference.

3.7. Quorum

A quorum shall be a voting majority of the membership of the Committee. In the event of a tie, the Chair shall have the casting vote. Proxy voting shall be permitted. In the absence of the Chair a Councillor shall assume the role of Acting Chair.

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3.8. Accountability and Reporting Structure

The Fellowship Services Committee shall report to the Professional Development and Standards Board.

The Chair of the Fellowship Services Committee shall be a member of Professional Development and Standards Board.

The proceedings of meetings shall be recorded in Minutes.

4. ASSOCIATED DOCUMENTS

No documents associated with this policy.

Approver Professional Development and Standards Board
Authoriser Council