



**Australian College of
Rural and Remote Medicine**

Registrar Committee

Terms of Reference

Scope of Registrar Committee Activities in the College

The Registrar Committee provides an avenue for representatives of the registrar population of the College to engage in direct communication and provide feedback, suggestions and advice to the ACRRM Board. The Registrar Committee will also represent the views of registrars in all Standards Committees of the College.

The Registrar Committee

The role of the Registrar Committee is to:

1. Represent the broad interests of the Registrar members of the College;
2. Provide direction and guidance regarding the impact of College policies on Registrars through participation on College standards committees and providing input to consultation processes; and
3. Provide direction and guidance regarding information and communication strategies directed at the Registrar population.

The Committee will:

- Contribute to the development of policies and procedures governing training and assessment issues which affect registrars;
- Provide support and assistance to the registrar population for the advancement of issues related to Vocational Training and Assessment;
- Provide clear advice regarding communication and information exchange with registrars;
- Provide advice regarding the needs of the registrar members of ACRRM;
- Meet at least six times per year primarily by teleconference or email; and
- Report to the ACRRM Board through the Registrar director after every meeting.



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Membership:

The Committee members will consist of:

- A Chair, who shall normally also be the Registrar Director on the ACRRM Board; and
- Between 6 and 8 College registrars; including at least one each from Vocational Preparation Pathway, Remote Vocational Training Scheme and Independent Pathway (giving consideration to balance gender, geography and age)

The Chair may co-opt expertise and individuals to the committee as required. The period of appointment for the chair shall be in line with the terms set by the ACRRM Board.

The period of appointment for all other members shall be for three years.

Members who do not attend two meetings in a row without approved leave of absence will be written to by the Chair concerning their ongoing involvement with the Committee. Should they fail to attend the following meeting (third) they will relinquish their position.

Quorum:

A quorum of 50% of the committee members will be required to conduct meetings.

Last revised: 9 June 2009

Next revision date: June 2012