



Selection Committee

1. Purpose

The Selection Committee aims to lead the planning of the College Fellowship Program selection process and to contribute to its implementation and evaluation. The College is committed to select and support the right doctors, in the right places, with the right skills, providing rural and remote people with excellent health care.

2. Scope and Responsibilities

- To provide direction and guidance as to the professional knowledge, skills and abilities to be assessed through the College selection criteria and process;
- To provide direction and guidance regarding information and communication strategies directed at the Registrar population;
- To approve final selection results for the progression of placement offers for College Pathways;
- To report to Board via the Education Council after each meeting.

3. Delegated Authorities and Reporting

The Selection Committee has no specific delegated authorities or independent decision-making powers. The Committee reports and provides recommendations to the ACRRM Board via the Education Council. The ACRRM Board retains responsibility for setting all policy and standards related matters for the College.

The responsibility for assessment policy and assessment standards development in ACRRM rests with the Assessment Committee. The ACRRM Board is responsible for ratifying all policy positions.

The Committee Chair may also raise issues on behalf of this Committee directly with the College Council.

4. Membership

The Committee members will consist of:

- Chair, an ACRRM Fellow, nominated by the ACRRM Board;
- Two Fellows of the College;
- A recent Fellow of the College (up to 5 years post-Fellowship);
- AIDA or a College member who is Aboriginal or Torres Strait Islander;
- Registrar Committee nominated representative;
- Assessment Committee nominated representative;
- Community representative.

Ex-Officio members will consist of:

- Clinical Lead for ACRRM Selection;
- Censor-in-Chief;
- Regional Director of Training;
- General Manager Member Services.

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For further information, please contact ACRRM: Level 1, 324 Queen Street, Brisbane QLD 4001
P: 07 3105 8200 or 1800 223 226 • E: acrrm@acrrm.org.au • W: www.acrrm.org.au



The Committee may invite College staff and/or outside relevant expertise including individuals in their capacity as community representatives to attend meetings to observe or provide advice; or as co-opted members.

All determinations for membership will consider representation of the diverse perspectives of the College membership including, the balance of gender, geography, age and other factors as appropriate.

Member terms

The period of appointment for the Chair and members shall be for three years. Chair's may serve additional or extended terms as set by the Board. Member's terms may be renewed for a second term if approved by the Board, with a maximum of two consecutive terms.

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.

5. Professional Conduct

Members shall comply with the College's Code of Conduct and Respectful Workplaces Framework.

Confidentiality

Meeting discussions and meeting papers shall be treated as confidential and not for broader circulation or publication except by formal agreement of the Committee.

Public representation

Members will not speak publicly on behalf of the Committee or the College other than in accordance with the College policies on media representation and social media.

Conflicts of Interest

Members will declare any conflicting interests at meeting commencement and as pertinent to issues that arise in Committee interactions. The Committee will determine and take any appropriate action.

6. Meetings

Timing and Frequency

The Committee will meet at least four times per year.

Decision Making

Questions or motions arising at any meeting of the Committee shall be by consensus.

Agenda Deadline

A minimum of seven days' notice specifying the place, the day and hour of each meeting shall be given to all members accompanied by a meeting agenda and papers relevant to the meeting discussion.

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Meeting Attendance

Meetings will be face-to-face or by videoconference, teleconference, or other appropriate electronic means. Members participating through electronic means shall be deemed to be personally present.

Administration

A dedicated secretariat officer who is an ACRRM staff member appointed by the CEO, shall coordinate meetings including venue, minute taking and distribution, and record keeping.

Minutes and Actions

The Committee shall cause minutes to be made:

- Of the names of the members attending the meetings of the Committee
- Of any conflict of interest noted by the members of the Committee, and
- For all proceedings at all meetings of the Committee

Meeting Quorum

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

7. Revision of Terms of Reference

The Terms of Reference will be revised every 2 years. The secretariat officer shall be responsible for initiating and managing this process. A succession planning review led by the Chair, shall be undertaken at the first meeting of each calendar year and included in Committee reporting.

8. Document Control Management

8.1 Policy Information

Policy Contact and Author	M Cooper	Approving Body:	Board
Status:	Approved	Review period:	2 years
Policy No and Version:	G3 V2.0/2024	Next review date:	February 2026
Effective Date:	24 February 2024	Document Location:	ACRRM Admin/Policies/Governance Policies
Responsible Officer:	M Cooper	Policy System Manager:	MJ Streeton

8.2 Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
V2.0	Feb 2024	M Cooper	Expanded membership; consistent application of Chair position with other ACRRM committees	Feb 24	Board, OCEO, MS, S.Cmtee
V1.0	Apr 2021	M Cooper	Revised TORs template	Feb 2021	Board, OCEO
Previous system	Feb 2020	M Cooper	-	Feb 2020	Board, OCEO, Sel Com

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TERMS OF REFERENCE



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