



Australasian College for Emergency Medicine

Procedures for the appointment of trainee members to College entities

V3 Policy COR665

Document Review

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Revision History

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v1	Apr-2019	Approved by the Board
v2	Oct-2022	Two-yearly review by the Board
v3	Aug-2023	Revisions to section 7.3 in relation to appointment process

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1. Purpose and background

The Australasian College for Emergency Medicine (ACEM; the College) recognises and welcomes the benefit that trainees bring to the deliberations and decisions of the College's governing bodies and their respective entities. As such, the membership of the ACEM Board includes one (1) FACEM Training Program trainee and the membership of both College Councils includes a representative of the Trainee Committee.

Additionally, a significant and increasing number of College entities include trainees in their membership, with trainee members having the same rights, including equal voting rights, as the other members of the entity of which they are a member. Trainee members are, ordinarily, a current FACEM Training Program trainee; however, where relevant, terms of reference may provide for a trainee enrolled in or undertaking a non-FACEM training program.

This document sets out the procedures by which the College will ordinarily seek the appointment of a trainee member of a College entity where the position is not one that is an ex-officio appointment (e.g. the Chair of the Trainee Committee) or addressed through other College documents and/or processes.

This document should be read in conjunction with the *Policy on College Entities* (COR334) and the *Policy on College Elections* (COR673).

2. Terminology

ACEM/the College

means the Australasian College for Emergency Medicine.

Governing body

means the ACEM Board, the Council of Advocacy, Practice and Partnerships (CAPP), or the Council of Education (COE).

Parent committee

refers to the committee to which a subcommittee or other ancillary entity reports, where it does not report directly to a governing body.

Entity

means an entity, howsoever styled, established by a governing body pursuant to approved terms of reference and in accordance with the *Policy on College Entities*.

Member

means a person admitted as a member of the College pursuant to the provisions of the ACEM Constitution and associated regulations.

Trainee

means trainees enrolled in and undertaking the FACEM Training Program and, for the purposes of this policy, also includes Emergency Medicine Certificate, Emergency Medicine Diploma, Emergency Medicine Advanced Diploma and Diploma of Pre-Hospital and Retrieval Medicine (DipPHRM) trainees, and Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of attaining eligibility for election to Fellowship of the College.

3. Trainee member of the Board

Under the ACEM Constitution, the membership of the ACEM Board includes one (1) trainee enrolled in the FACEM Training Program elected by and from FACEM Training Program trainees. The appointment of the trainee member of the ACEM Board is determined by election. Information in relation to election processes (eligibility criteria, call for nominations and conduct of election) for the position of trainee member on the ACEM Board is set out in Regulation A4.2.

4. Trainee representative on CAPP and COE

Pursuant to the provisions of Regulation A2.2.1 and A3.2.1 and their respective Charters, a trainee representative is an appointed member of the Council of Education (COE) and the Council of Advocacy, Practice and Partnerships (CAPP). The Chair of the Trainee Committee shall be the trainee representative on COE. The trainee representative on CAPP shall be a member of the Trainee Committee.

5. Specialist Training and Assessment Committee

Pursuant to the provisions of its Terms of Reference, the trainee representative on the Specialist Training and Assessment Committee (STAC) shall be the duly appointed Deputy Chair of the Trainee Committee.

6. Trainee Committee

Under its Terms of Reference, the Trainee Committee comprises one (1) FACEM Training Program trainee (regional trainee representative) from each of the following regions:

- Aotearoa New Zealand
- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

The appointment of regional trainee representatives is determined by election. Elections for regional trainee representatives on the Trainee Committee shall be held every two (2) years in years in which a President-Elect takes office as President. Individuals elected as regional trainee representatives hold office for a period of two (2) years, subject to continuing to meet eligibility requirements, including any additional requirements as may be specified by the College. The returning officer for the election of regional trainee representatives will be the College Chief Executive Officer or nominee, or, should that office be vacant, the individual acting in that position.

6.1 Eligibility criteria

Nominees for election as regional trainee representative on the Trainee Committee must, at the time of nomination:

- (a) be enrolled in the FACEM Training Program, training in the region for which they wish to serve as regional trainee representative and ideally be residing in the region;
- (b) be of Good Standing with the College – that is, they must have no financial debts to the College and have fulfilled all training and assessment requirements applicable to their stage of training);
- (c) have completed such other requirements as specified in the call for nominations and on the nominations form; and
- (d) hold current medical registration with no suspension, condition(s), restriction(s) or undertaking(s) imposed by a regulatory authority that limits their ability to undertake the requirements of the FACEM Training Program.

6.2 Nomination

In years in which the two-year term of office of members of the Trainee Committee is due to end (i.e. a 'spill' is scheduled to occur), a call for nominations will be made. The closing date for receipt by the College of nominations shall be not less than 14 days from the date on which the call for nominations is issued. Nominations must be made on the prescribed form and will ordinarily include *Supporting Statements* (i.e. a *Statement on ACEM Core Values*, a *Statement of Intent* addressing relevant experience and the selection criteria, if any), and be accompanied by a current curriculum vitae and two (2) reference letters from Fellows of the College (FACEMs).

The nomination, together with all information and other documentation specified in the call for nominations and on the nomination form, must reach the College by the date and time specified in the call for nominations. Incomplete or late nominations will not be accepted.

Failure to meet *all* eligibility requirements and/or submit *all* required materials by the date and time specified in the call for nominations will result in an individual's nomination being deemed invalid. Following the closing of nominations, the returning officer will determine the number of valid nominations received and whether an election will be held.

Where the number of valid nominations for election as a regional trainee representative in any region is two (2) or greater, an election will be held. If there is only one (1) valid nomination for a particular region(s), that person shall be deemed elected as regional trainee representative for the region in question.

If no valid nomination is received for the position of regional trainee representative in any region, a further call for nominations will be made. Where no valid nomination is received following a further call, a casual vacancy will be declared (refer to section 6.4 below).

6.3 Election procedure

All trainees enrolled in the FACEM Training Program and resident in the relevant region(s) at the time when the election opens are entitled to vote in an election for a regional trainee representative. Voting will be conducted in the manner determined by the returning officer, with trainees provided 14 days in which to vote. Trainees who choose to vote may only vote for one (1) candidate.

The candidate who receives the highest number of votes will be declared elected. In the event of two (2) or more candidates receiving an equal number of votes, the candidate deemed to have the higher number of votes will be determined by lot drawn by the returning officer.

6.4 Casual vacancies

Where a vacancy arises in relation to the position of regional trainee representative, a casual vacancy shall be declared and a call for nominations will be issued to fill the position. Any casual vacancy will be conducted in accordance with the election procedures and timeframes outlined in section 6.1 – 6.3 above.

Where a regional trainee representative position(s) remains vacant following a call to fill a casual vacancy, the position shall remain vacant. The Censor-in-Chief and/or the Deputy Censor-in-Chief may, at their discretion and at such time as they determine, issue a subsequent call to fill the casual vacancy(ies).

7. Other College entities

7.1 Expressions of interest

Where a vacancy arises for the position of trainee member on a College entity, either at the end of a term (when a spill occurs) or during a term (with exception of CAPP, COE, STAC and the Trainee Committee), a call for expressions of interest (EOI) shall be made to all eligible trainees to fill the position(s) through the governing body or parent committee to which the entity reports.

Ordinarily, EOIs must include the submission of a current curriculum vitae and Supporting Statements (i.e., a *Statement on ACEM Core Values* and a *Statement of Intent* addressing relevant experience and the selection criteria, if any), together with any other requirements specified by the College. Such requirements may include the provision of names of two (2) referees. EOIs will be made available to College representatives involved in appointment processes; as such, applicants should ensure that any personal details are omitted, as required.

The closing date for receipt by the College of applications shall be not less than 14 days from the date on which the call for EOIs is issued. Applications must include all information and other documentation specified in the call and on the applicable EOI form and must reach the College by the date and time specified. Incomplete or late applications will not be accepted. Additionally, applicants must ensure that all eligible requirements are met *at the time* of application.

72 Appointment procedure

EOIs received in relation to a trainee member position(s) on a College entity may be considered through a variety of mechanisms, including by the full composition of the applicable governing body or parent committee, by a selection panel or subgroup appointed by the governing body for this purpose, or by an Office Holder(s) of the relevant governing body. Irrespective of the mechanism to be utilised, a trainee representative will ordinarily be involved in selection and appointment processes. The trainee representative may be a nominated member of the Trainee Committee and/or the appointed trainee member of the applicable governing body or parent committee. Trainee member appointments to a College entity shall be reported to the members of the Trainee Committee at its next scheduled meeting following confirmation of appointment.

721 Appointment by governing body or parent committee

In circumstances where EOIs are to be considered by the full composition of a governing body, the duly appointed trainee member of that body will act as the nominee for the Trainee Committee in appointment processes. Appointments to membership of the College entity(ies) in question shall be made by the entirety of those involved in the selection method used for consideration of the EOIs.

722 Appointment by selection panel or subgroup

The Chair or Deputy Chair of the Trainee Committee or their nominee (who shall be a member of the Trainee Committee) will be invited to participate in selection and appointment processes in which EOIs for appointment to entity positions are to be considered by a selection panel or subgroup appointed for this purpose. Where the membership of the selection panel or subgroup includes a trainee representative of the applicable governing body or parent committee, the Trainee Committee Office Holders may be satisfied that appropriate trainee representation is involved and determine that there is no requirement for a nominated member of the Trainee Committee to be nominated to participate in the selection and appointment process. Where applications are considered by a selection panel or subgroup, a recommendation(s) of appointment is to be made to the governing body or parent committee, as appropriate.

723 Appointment by governing body office holder(s)

In some circumstances, the Office Holder(s) of the applicable governing body or parent committee may elect to review EOIs and make appointments independent of the full governing body or parent body, or a selection panel or subgroup appointed for this purpose. This generally occurs where EOIs are for a casual vacancy position(s) or in instances where only a small number of applications have been received. In such instances, the Chair and/or Deputy Chair of the Trainee Committee will be consulted where trainee member appointments are concerned, prior to appointments being made.

8. Further information

Any questions in relation to any aspect of this policy should be addressed to the College Chief Executive Officer (via email to governance@acem.org.au).

9. Reference documents

- ACEM Constitution
- ACEM Regulations
- ACEM Core Values
- Board Charter (COR236)
- Charter of the Council of Advocacy, Practice and Partnerships (COR249)
- Council of Education Charter (COR269)
- Policy on College Entities (COR334)
- Policy on College Elections (COR673)
- Specialist Training and Assessment Committee Terms of Reference (TOR409)
- Trainee Committee Terms of Reference (TOR268)



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