



Equity and Inclusion Committee

An entity of the ACEM Board

1. Introduction

These terms of reference are established under, and are subordinate to, the *Policy on College Entities – COR334* (the Policy). Committee members should ensure they are familiar with the provisions and requirements of the Policy.

These terms of reference include details of the following:

- membership specifications (including any variations to the Policy permitted by the ACEM Board);
- matters specific to the Equity and Inclusion Committee (i.e. role and responsibilities); and
- where relevant, any variation of conduct of meeting requirements if permitted by the ACEM Board.

Otherwise, reference should be made to the Policy for details of all matters pertaining to the operation of the Committee.

2. Purpose and scope

The purpose of the Equity and Inclusion Committee is to provide expert advice and leadership in the area of equity and inclusion for the College so that the emergency medicine community is one where people with all professional, social, cultural and personal identities feel valued and respected, have a sense of belonging and can contribute their talents. This entails being pro-equity, anti-discriminatory and anti-racist in all aspects of the work of the Committee.

To support this purpose, it is important to understand what is meant by the terms *equity* and *inclusion*.

'*Equity*' recognises that individuals have different needs and therefore require different strategies to achieve equal outcomes. It involves treating people according to their individual circumstances, rather than treating everyone the same.

'*Inclusion*' refers to creating a sense of belonging for everyone by recognising and valuing diversity, and ensuring equitable access to opportunities and resources. It encompasses not only physical accessibility but also the cultivation of a culture of respect and understanding for all.

3. Membership

The Equity and Inclusion Committee consists of the following members:

(a) Ex-officio members:

- President;
- the President-Elect or Immediate Past President, as relevant;
- Non-FACEM Board member with expertise in legal and governance matters;
- A Co-Chair of the Indigenous Health Committee or a nominee appointed from the membership of the Indigenous Health Committee.

(b) Up to nine (9) 'ordinary' FACEM members with knowledge and interest in matters that are the remit of the Committee, and backgrounds that ensure a range of perspectives are able to be provided to the group, appointed by the ACEM Board following a call for Expressions of Interest. Of the appointed ordinary FACEM members, at least one (1) must be resident in Aotearoa New Zealand and at least one (1) must be or have previously been a Director or Deputy-Director of Emergency Medicine.

- (c) Up to one (1) member of the College in the category of Associate with knowledge and interest in matters that are the remit of the Committee, and backgrounds that ensure a range of perspectives are able to be provided to the group, appointed by the ACEM Board following a call for expressions of interest.
- (d) Up to three (3) FACEM training program trainees with knowledge and interest in matters that are the remit of the Committee, and backgrounds that ensure a range of perspectives are provided to the group, appointed by the ACEM Board pursuant to the *Procedures for the Appointment of Trainee Members on College Entities* (COR665).
- (e) Up to three (3) Community Members who have lived experience and/or acknowledged expertise relevant to the matters being considered by the Committee, such as disability, neurodivergence, culturally and/or racially non-dominant, LGBTQIA+ITSB, appointed by the ACEM Board pursuant to the *Policy on the Appointment and Remuneration of Community Members* (COR498). At least one (1) Community Member must have lived experience.

The Committee may co-opt up to three (3) additional FACEM members (non-voting) as required to progress specific matters that require specific knowledge and/or expertise not possessed by the membership outlined above.

The Committee's gender mix should aim to comprise 45% women, 45% men and 10% gender diverse, if possible. There should be no more than 60% of members of any one gender.

The following ACEM staff will attend and participate in meetings of the Equity and Inclusion Committee; however, do not have voting rights in relation to matters being considered by the Committee:

- Chief Executive Officer (CEO) or nominee;
- Executive Director, Policy, Research and Partnerships;
- Executive Director, Education and Training;
- General Manager, Health Equity in Emergency Care;
- Equity and Inclusion Lead;
- Other ACEM staff shall attend as required.

3.1 Office holders

The Chair of the Committee shall be nominated by the members of the Committee from among its FACEM membership, for appointment by the ACEM Board. A Deputy Chair shall be nominated by the Committee from its ordinary FACEM membership (appointed under 3(b)) for appointment by the ACEM Board.

In the absence of both office holders, a FACEM member of the Committee may be appointed to chair a meeting of the Committee.

4. Responsibilities and authority

4.1 Responsibilities

The responsibilities of the Equity and Inclusion Committee include, but are not limited to, the following activities:

- Behave in a manner that is pro-equity and anti-racist, embed zero tolerance of Discrimination, Bullying and Sexual Harassment (DBSH) throughout ACEM and provide leadership for the organisation, its entities and the broader practice of emergency medicine;
- Develop and monitor the implementation and progress of ACEM equity and inclusion action plans, ensuring regular reporting of progress to the ACEM Board;
- Provide advice and guidance to ACEM governing bodies and entities in relation to the development and conduct of initiatives intended to achieve outcomes described in ACEM equity and inclusion action plans;
- Produce a *Governance Diversity Report* from the ACEM Research and Evaluation Team's Governance and Leadership Diversity dashboard every third year for benchmarking against other Australasian specialist medical colleges and other suitable organisations/sectors;

- Where approved by the relevant Event Working Group, support at least one (1) event (panel, workshop or similar) at the ACEM Annual Scientific Meeting (ASM) with the aim to disseminate equity and inclusion concepts, ideas and initiatives to the College community.

4.2 Extent of authority

- (a) The Committee will have the authority to oversee and approve day-to-day activities related to its responsibilities and which fall under the approved annual work plan and budget.
- (b) The Committee shall provide recommendations to governing bodies (namely the ACEM Board, Council of Advocacy, Policy and Practice (CAPP) and the Council of Education (COE)) in relation to matters that involve changes to College policy, processes and/or activities. The authority to approve or not to approve such recommendations rests solely with the ACEM Board or other relevant governing body, as appropriate.
- (c) The ACEM Board will approve a work plan that documents the objectives and deliverables for the Equity and Inclusion Committee. The work plan is aligned with the strategic priorities of the College and provides direction regarding the targeted use of resources within the College administration.
- (d) Other than in relation to strategic matters, business requiring decisions outside of scheduled meetings may, at the discretion of the Chair, be determined by the Chair or by the whole Committee as required. Matters dealt with by the Chair will be tabled at the next meeting of the Equity and Inclusion Committee.

4.3 Conflict of interest

In accordance with the ACEM *Conflict of Interest Policy*, individual Committee members must declare any conflict of interest and otherwise act in accordance with that policy. The details of any declaration of a conflict of interest must be fully recorded in the minutes of the relevant meeting.

4.4 Reporting

The Committee shall report in writing to the Board following each of its meetings, together with any recommendations that require consideration and approval.

5. Meeting requirements

The Policy allows for variation of some of the meeting requirements, where this has been approved by the relevant governing body. No such variations have been specified. Refer to the Policy for full details of meeting requirements.

6. Document information

Timeframe for review: Every five (5) years, or earlier if required.
 Next major review to be completed by: August 2030
 Content owner: Policy, Research and Partnerships Department
 Approval authority: ACEM Board
 Accessibility: Internal (intranet)

6.1 Revision history

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Feb-2018	Approved by the ACEM Board
v1.1	Jan-2020	Administrative revisions to ACEM staff and department titles. Two-yearly review due February 2020.
v2	Oct-2020	Revised throughout to establish as a standing committee of the ACEM Board
v3	Feb-2021	Revisions to membership and office bearers, and committee name

Version	Date of Version	Pages revised / Brief Explanation of Revision
v4	Dec-2022	Revisions to membership and office bearers
v5	Feb-2023	Revisions to membership and ACEM staff titles
v6	Dec-2023	Revision to increase the number of ordinary FACEM members on the committee
v7	Aug-2025	Revisions and additions to committee name, membership, office bearers, responsibilities, extent of authority, meeting requirements and duration of office.
V7.1	Jan-2026	Applying universal changes regarding nomenclature. Removal of references to Certificants, Diplomates, and Advanced Diplomates following the retirement of those membership categories effective 1 February 2026
