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## POLICY ON REGIONAL FACULTIES

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### 1. PURPOSE AND SCOPE

Pursuant to the provisions of the constitution of the Australasian College for Emergency Medicine (ACEM; the College) and Regulation A7, the Board has established the following regional faculties reporting to the Council of Advocacy, Practice and Partnerships (CAPP):

- New Zealand
- the Australian Capital Territory
- the State of New South Wales
- the Northern Territory
- the State of Queensland
- the State of South Australia
- the State of Tasmania
- the State of Victoria
- the State of Western Australia

The purpose of this policy is to define matters relating to the operation of regional faculties within the College.

Regional faculties come under the jurisdiction of and are responsible to CAPP, to which they are accountable. Liaison between faculties and any other College entity is conducted via the Executive Director of Policy and Research, or the Executive Director of Communications and Engagement.

## 2. TERMINOLOGY

### **Member**

means a person designated as a 'member' in the ACEM Constitution and associated regulations; and, for the purposes of this policy, includes also a trainee and any other person serving on any College entity or as a College representative.

### **Region**

For the purposes of the College and the provisions of this policy, each of the following is regarded as 'region':

- New Zealand
- the Australian Capital Territory
- the State of New South Wales
- the Northern Territory
- the State of Queensland
- the State of South Australia
- the State of Tasmania
- the State of Victoria
- the State of Western Australia

### **Trainee**

means a trainee in any ACEM training program or a Specialist International Medical Graduate (SIMG) who has been assessed by the College and is working toward meeting the requirements for eligibility for election to Fellowship.

## 3. REGIONAL FACULTIES

Pursuant to Regulation A7.2.1, the membership of each regional faculty comprises ACEM Fellows, including retired Fellows, residing in that region.

Each regional faculty shall have a faculty board, composed in accordance with Regulation A7.3.

## 4. ROLE AND RESPONSIBILITY

### 4.1 Role

The primary role of a regional faculty is to promote and advance the objects and identified strategic priorities of the College and to do such acts in furtherance of these as required by the CAPP and the ACEM Board.

Regional faculties have an important role in furthering the strategic priorities and associated key activities, programs and projects as set by the ACEM Board and operationalised through the College Business Plan.

### 4.2 Responsibility

Each regional faculty shall:

- (a) advise the CAPP promptly of any matter arising in the region likely to affect the interests or welfare of the College or its members or the specialty of emergency medicine
- (b) provide feedback and input to the CAPP in relation to policy and advocacy functions in the region
- (c) make suggestions to the CAPP for the appropriate action in relation to the such matters

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- (d) hold at least annually a business meeting of Fellows in the region for consideration of any matter affecting the interests or welfare of the College or its members and report thereon to the CAPP
  - (e) provide a report on faculty matters and activities to:
    - each meeting of CAPP, and
    - to the College for inclusion in the Annual Report
  - (f) as directed by the CAPP, to work in association with the parties responsible for the organisation of the Annual Scientific Meeting and local scientific meetings
  - (g) advise the CAPP of any breach by a Fellow of any provisions of the Constitution or regulations of the College
  - (i) perform other functions as directed by CAPP or the ACEM Board.

## **5. AUTHORITY**

Regional faculties must comply with the requirements of this policy and all other applicable College policies.

### **5.1 Delegation**

CAPP bears responsibility for its operations and the exercise of its delegated authority to the ACEM Board. Although CAPP may delegate some of its responsibilities, it remains accountable for the outcome of that delegated work.

Accordingly, a regional faculty must operate strictly within the limits of any authority delegated to it, as expressed in the CAPP Delegations Schedule, College regulations and the provisions of this policy.

A delegation of authority carries implied authority to do all acts naturally and ordinarily done which are reasonably necessary and proper to carry into effect the main authority conferred.

### **5.2 Limitations on Authority**

A regional faculty expressly does not have authority:

- (a) to initiate any medico-political action or communication of any opinion on such matters to any person, authority or organisation, except in situations:
  - (i) where communication with medical or political bodies is routine as part of an ongoing relationship between the regional faculty and the body, or
  - (ii) where urgency demands a response before referral to the CAPP is practicable.
- (b) to decide any issue or matter (unless expressly permitted by the CAPP Delegation Schedule, College regulations or this policy to do so), but only to make recommendations
- (c) to waive, vary or otherwise depart from:
  - the terms or requirements of any approved policy or regulation, and
  - the requirements of the Constitution and any relevant legislation.
- (d) to bind or enter into any contract or other liability on behalf of the College without express approval.

### 5.3 Revocation of Authority

CAPP may revoke or alter any authorisations conferred upon a regional faculty by notice in writing after the passing of the resolution of the majority of members present at a meeting of which seven (7) days' notice was given.

## 6. STANDARDS OF CONDUCT AND ETHICS

Faculty members are to act in accordance with the standards of conduct and ethics appropriate to the aims and purposes of the College and the entity at all times.

In particular, members are to comply with the provisions of the following:

- *ACEM Code of Conduct* (COR235)
- *Member-Staff Relations Policy* (COR304)

## 7. FINANCES

- (a) Each faculty, through the faculty board, shall keep proper and true records and books of accounts sufficient to enable the College to keep proper books of account, and shall produce such books and records to the College Finance Manager immediately upon expenditure and as from time to time requested. The faculty shall comply with any direction of the ACEM Board on the form and manner in which books of account and all financial records are to be kept.
- (b) It is expected and understood that individual faculties will conduct meetings and other activities for the benefit of their members and trainees. Financial transactions associated with these activities will be recorded pursuant to (a) above.

Additional funding for specific activities may be sought from the ACEM Board where a particular initiative(s) aligns with an identified College strategic priority(ies).

- (c) All expenditure may be initiated only by the nominated users of the faculty bank accounts.
- (d) All funds are to be held in faculty bank accounts set up by the College and are to be administered in the same manner as College accounts.
- (e) All banking transactions must be authorised by the College.
- (f) Expenses incurred by members in relation to attending any meeting of the regional faculty are the responsibility of the member.

## 8. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

### 8.1 Responsibilities

Document authorisation: ACEM Board  
Document implementation: Executive Director of Policy and Research / Executive Director of Communications and Engagement  
Document maintenance: Governance and Standards Manager

## 8.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Sep-2014	Approved by the ACEM Board. This policy replaces the following: <ul style="list-style-type: none"><li>• Regulation 10.10 – Faculties.</li></ul>
v2	Apr-2016	Amendments to policy in relation to the appointment and period of service on faculty board and timing of such appointments; and responsibilities.
v3	Aug-2018	Revised throughout in the context of approval of Regulation A7.
v4	Dec-2018	Amendment to definition of 'region' in the context of Board approval of revised regions of COE.