MEMBER/STAFF RELATIONS POLICY

1. PURPOSE

The effective administration of the functions of the College and the development of effective working relationships between College entities and College staff rely in large part on cooperation, goodwill and communication between all parties concerned.

The purpose of this policy is to clarify the relationship between College members, whether as individuals or as members of any College entity, and College staff. This policy applies to all College members and staff.

2. DEFINITIONS

**College entity**

refers generically to the various types of entity created under the jurisdiction of a governing body, and includes any committee, subcommittee or other entity authorised to carry out any activity or function of the College.

**Governing Body**

means the ACEM Board, the Council of Advocacy, Practice and Partnerships and/or the Council of Education

**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.

**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. PRINCIPLES

3.1 Administrative support of entities

With a few exceptions, College entities are entitled to administrative support from members of College staff necessary for the performance of their responsibilities. The CEO is responsible for all decisions regarding the implementation and level of administrative support to College entities.

It is expected that members and staff operate as a partnership in which mutual trust and respectful behaviour to each other is demonstrated in the best interests of the College.

Management of College staff is the responsibility of the CEO. In order to ensure clarity of accountability and reporting, members should ensure that they do not engage in direct supervision or management of College staff. Authority to instruct the CEO is reserved for the ACEM Board.
3.2 Assistance from staff members

College staff shall use their best endeavours to assist members wherever possible. However, the roles and responsibilities of staff members are determined by the CEO, with delegations through other members of the College Executive Leadership Team. Should any member require information or assistance that falls outside the normal purview of the staff member’s stated responsibilities, appropriate authorisation should be obtained. Should the request be considered inappropriate, the CEO or delegate may refuse the request.

3.3 Concerns or complaints about a staff member

Should any member have concerns regarding the performance or behaviour of a staff member or believes that there are grounds to criticise or discipline a staff member, the matter must be referred to the CEO.

3.4 Concerns or Complaints about a member

Should any staff member have concerns regarding the performance or behaviour of a member, the matter must be referred to the CEO utilising the relevant College policy(ies).

4. DOCUMENT REVIEW

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

4.1 Responsibilities

Document authorisation: Board
Document implementation: CEO
Document maintenance: Governance and Standards Manager

4.2 Revision History

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<th>Version</th>
<th>Date of Version</th>
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<tr>
<td>v1</td>
<td>Sep-2014</td>
<td>Approved by the Board</td>
</tr>
<tr>
<td>v2</td>
<td>Jun-2016</td>
<td>Revisions to definition of ‘member’ and strengthening of wording contained in Section 3.1</td>
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<td>v3</td>
<td>Aug-2018</td>
<td>Revised by the Board</td>
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