PROCEDURES FOR THE APPOINTMENT OF TRAINEE MEMBERS
TO COLLEGE ENTITIES

1. PURPOSE AND SCOPE

The Australasian College for Emergency Medicine (ACEM; the College) recognises and welcomes the benefit that trainee members 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 FACEM Training Program trainee and the membership of the two Councils includes the Chair or Deputy Chair, as applicable, of the Trainee Committee.

Pursuant to established Terms of Reference, multiple College entities include trainees in their membership, with trainees 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 different program (e.g. EMC, EMD, joint training in Paediatric Emergency Medicine).

This document sets out the procedures by which the College will ordinarily seek the appointment of a trainee as a 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.

2. DEFINITIONS

**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), whichever may have overall responsibility for and authority over the entity in question.

**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, and, for the purposes of this policy, also includes trainees as well as any other person serving on any College entity or as a College representative.

**Trainee**
means trainees enrolled in and undertaking the FACEM Training Program and, for the purposes of this policy, also includes Emergency Medicine Certificate and Emergency Medicine Diploma trainees, and Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of attaining eligibility for election to Fellowship of the College.
3. **TRAIINEE REPRESENTATIVE ON THE BOARD**

Information regarding the eligibility criteria, call for nominations and election of the trainee representative on the ACEM Board is set out in College Regulation A4.2.

4. **TRAIINEE REPRESENTATIVE ON CAPP AND COE**

Pursuant to the provisions of Regulation A2.2.1 and A3.2.1 and their respective Charters, the trainee representative on COE and CAPP respectively shall be the duly appointed Chair or Deputy Chair 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. **TRAIINEE COMMITTEE**

Pursuant to its Terms of Reference, the Trainee Committee comprises one FACEM Training Program trainee from each of the following regions:

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

6.1 **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. Where two or more valid nominations are received from FACEM Training Program trainees resident in any one region, an election shall occur.

6.2 **Election Procedure**

All trainees enrolled in the FACEM Training Program and resident in the relevant region(s) at the time when voting in the election opens, shall be entitled to vote in an election for a regional trainee representative. Trainees who choose to vote may only vote for one (1) candidate.

In the event of two 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.
7. OTHER COLLEGE ENTITIES

7.1 Expression of Interest

Where a vacancy arises in relation to the position of a trainee member on a College entity, a call for expressions of interest shall be made through the governing body to which the entity reports and considered in the first instance by the members of the Trainee Committee.

Where the position is unable to be filled by a member of the Trainee Committee, all eligible trainees will be invited to submit an expression of interest. Ordinarily this will include the submission of a current curriculum vitae and a statement addressing relevant experience and the selection criteria, if any, for appointment to the entity in question, together with any other requirements specified by the College. Such requirements may include the provision of names of two (2) referees.

7.2 Appointment Procedure

The expressions of interest will be collated and forwarded by the College to the Chair of the Trainee Committee for consideration. Where applicable, this may include references provided to the College by the applicant’s named referees.

The decision as to the trainee to be appointed as a member of the entity in question shall be made by the Chair and Deputy Chair of the Trainee Committee, in consultation with the members of the Trainee Committee or a subgroup of the Trainee Committee as deemed appropriate by the Chair and Deputy Chair of the Trainee Committee.

Where the Chair and Deputy Chair appoint a trainee to a College entity without reference to any other member of the Trainee Committee, the decision shall be reported to the members of the Trainee Committee at its next scheduled meeting.

Recognising the importance of trainees freely and independently contributing to the governance of the College and its decision-making processes, the appointment of a trainee to a College entity under this policy does not require the approval of the members of that entity or the members of the governing body to which the entity reports.

8. DOCUMENT REVIEW

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

8.1 Responsibilities

- Document authorisation: Board
- Document implementation: Chief Executive Officer
- Document maintenance: General Manager, Governance and Standards

8.2 Revision History

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<th>Version</th>
<th>Date of Version</th>
<th>Pages revised / Brief Explanation of Revision</th>
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<tr>
<td>v1</td>
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