



Sustainable Emergency Medicine and Climate Advocacy Network

A Network of the Council of Advocacy, Practice and Partnerships

1. Introduction

The Sustainable Emergency Medicine and Climate Advocacy Network (SEMCAN) is established pursuant to Regulation A9 and reports through the Public Health and Disaster Committee to the Council of Advocacy, Practice and Partnerships (CAPP). These terms of reference are established under, and are subordinate to, Regulation A9 and the *Policy on Networks* ('the Policy'). A good working knowledge of the Regulations and Policy is essential.

These terms of reference include details of the following:

- Membership – pursuant to the policy, some elements of membership may be varied by CAPP.
- Responsibility and authority – matters which are specific to SEMCAN.
- Operational matters – where these have been varied by CAPP pursuant to the Policy.

Otherwise, refer to Regulation A9 and the Policy for details of all matters pertaining to the operation of the SEMCAN.

2. Purpose

SEMCAN is a community of practice that has been formed to support ACEM in its role as a lead organisation in sustainable emergency medicine, system transformation, community advocacy, and preparedness for health impacts due to climate change and biodiversity loss. The general role and responsibility of Networks (or 'purpose'), as it relates to the Network and its Executive are set out in College Regulation A9 and the Policy.

3. Membership

3.1 Network Membership

The SEMCAN shall comprise the following:

- a minimum of 30 FACEMs and two (2) trainees with no limit on the maximum number of members or trainees;
- other members of the College, admitted pursuant to the applicable College regulations and policies;
- trainees enrolled in and undertaking the FACEM Training Program, the Emergency Medicine Certificate (EMC), the Emergency Medicine Diploma (EMD), Emergency Medicine Advanced Diploma (EMAD) and Diploma in Pre-Hospital Retrieval Medicine (DipPHRM), and Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of attaining eligibility for election to Fellowship of the College;

Applications for general membership of the SEMCAN shall be submitted in accordance with the provisions of Regulation A9 and the Policy, in the format approved by the ACEM Board from time to time, and must be accompanied by all additional information as requested.

3.2 Executive

Composition of Executive

The SEMCAN Executive shall comprise:

- Up to ten (10) ordinary members who hold Fellowship of ACEM and ordinarily reside in Australia and/or Aotearoa New Zealand.
- Up to one (1) trainee enrolled in and currently undertaking the FACEM Training Program.
- Up to one (1) ACEM member in a category other than that of Fellow.

The Network Executive may co-opt one (1) external member and/or one (1) supernumerary member; co-opted members do not have voting rights.

Office Bearers

During the second half of the year where the term of office of a Network Executive is due to cease CAPP shall accept from the current SEMCAN Executive a nomination from eligible members of the Network for the positions of Chair and Deputy Chair of the Network for the following term. Such nominations shall have been endorsed by at least a 75% majority of the current Network Executive.

Casual Vacancies

A casual vacancy arising in the Network Executive shall be filled in accordance with the provisions of Regulation A9.

Revocation of Membership

Pursuant to Regulation A9 and the Policy, the appointment of any member to the Network Executive and/or any office bearer position may be revoked at any time by resolution of a majority of members present at any meeting of CAPP of which notice had been circulated to all members of CAPP and the SEMCAN Executive members at least fourteen (14) days prior to the meeting.

4. Role and Authority

4.1 Role

The role of the SEMCAN includes, but is not limited to:

- To bring together a community of practice in Sustainable Emergency Medicine and Climate Advocacy which will promote and advance the objectives and values of the College as they relate to these areas;
- To bring members and trainees together to share information and innovative ideas, to potentially collaborate on common projects, and to enable members to advocate for their interests in these areas;
- To facilitate and encourage education, mentoring, research, and meetings that focus on Sustainable EM and Climate Advocacy;
- To provide information and resources through College committee channels to assist ACEM to continue to evolve and expand in the Sustainable Emergency Medicine and Climate Advocacy area.
- Building awareness, across ACEM and the wider community, of specific workplace issues related to sustainable EM and climate health by establishing a broad community of practice.
- With the approval of ACEM, collaborating with stakeholder groups such as Doctors for the Environment in furthering the goals and objectives of the Network.
- Ensure that ACEM values and strategic intent are considered in all advice and recommendations.
- As a source of expertise in sustainable EM and climate advocacy, highlight other issues or recommendations for the consideration of CAPP via the Network's parent committee.

4.2 Extent of Authority

The SEMCAN may provide advice to ACEM Board, CAPP and COE regarding matters within its purview, but does not have authority with respect to decisions that are binding on the College or any of its entities, including in regard to the commitment of ACEM resources to SEMCAN activities.

4.3 Reporting

The Network shall provide a written report to its parent committee following each of its meetings.

5. Meeting Requirements

5.1 Meetings of the Executive

The SEMCAN Executive shall meet at least once per year by electronic means, with the ability to meet more frequently where necessary. At the discretion of the Network Executive, the meeting may be open to all members of the Network to attend.

The College will provide full administrative support for one (1) meeting of the Network Executive each year by videoconference or other approved electronic format.

Where circumstances allow, the Network Executive may choose to meet face-to-face or in a hybrid format at craft events. The Executive shall be entirely responsible for arranging any such meeting and no financial or administrative support will be provided by the College in order for meetings of this sort to occur.

A member of the Network Executive who has duties or interests that may be in conflict with their duties or interests of the Network, whether direct, indirect, financial, material or otherwise, declare a possible conflict of interest to the Chair in accordance with the *ACEM Conflict of Interest Policy* (COR139). Any conflicts of interest or perceived conflicts of interest will be handled in accordance with the provisions of that policy.

5.2 Quorum

The quorum for the transaction of business at a SEMCAN Executive meeting is a majority of Executive members, at least one (1) of whom must be either the Chair or Deputy Chair. Non-voting members do not contribute to the determination of a quorum based on those present.

6. Document Review

Timeframe for review:	Every two (2) years, or earlier if required.
Document authorisation:	ACEM Board
Document implementation:	Executive Director Policy, Research and Partnerships
Document maintenance:	Manager, Governance and Standards

7. Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Nov-2023	Board Approved