



# DIVERSITY AND INCLUSION STEERING GROUP

*An Ancillary 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). Where doubt arises in relation to matters contained in these Terms of Reference, the Policy should be consulted in the first instance for clarity and/or resolution.

## 2. MEMBERSHIP

The steering group shall be composed of:

- (a) Ex-officio members
  - ACEM President, or nominee
  - ACEM Board member with expertise in legal and governance matters
- (b) Up to three (3) FACEMs with knowledge and interest in matters that are the remit of the steering group, and backgrounds that ensure a range of perspectives are able to be provided to the group;
- (c) Up to three (3) FACEM Training Program trainees with knowledge and interest in matters that are the remit of the steering group, and backgrounds that ensure a range of perspectives are able to be provided to the group;
- (d) Up to three (3) community representatives who have acknowledged expertise relevant to the matters being considered by the steering group

The three FACEM members and the three trainee members will be appointed by the ACEM Board following consideration of applications received through a call for Expressions of Interest from the wider FACEM and trainee cohorts.

The three community representatives will be appointed by the ACEM Board following receipt of recommendations through a process determined by the Board.

- (e) The following ACEM staff members will attend and participate in meetings of the steering group; however, do not have voting rights in regard to matters being considered by the steering group:
  - Chief Executive Officer (CEO)
  - Executive Director of Operations
  - Executive Director of Policy and Research
  - Executive Director of Education and Training
  - Executive Director of Communications and Engagement
  - Strategic Initiatives Implementation Manager

The steering group may co-opt up to two (2) additional members as required in order to progress specific matters that require specific knowledge and/or expertise not possessed by the membership outlined above.

## 2.1 Office bearers

The Chair of the steering group shall be the College President. In the event that the President is not a member of the steering group pursuant to 2(a) above, the Chair shall be a FACEM nominated from and by the membership of the steering group for appointment by the Board. A Deputy Chair shall be nominated by the steering group for appointment by the Board from among its membership described in 2 (a) – (d) inclusive.

The Deputy Chair shall act in the place of the Chair during any temporary absence, including for any matter(s) where the chair may be absent due to a conflict of interest.

## 3. RESPONSIBILITIES AND AUTHORITY

The primary role of the steering group relates to facilitation of actions outlined in the *ACEM Discrimination, Bullying and Sexual Harassment (DBSH) Action Plan* that arose from the College's DBSH Project conducted during 2016 / 2017.

Broadly, this involves: oversight of initiatives of the College in relation to addressing DBSH concerns identified through the DBSH Action Plan; ensuring specific actions described in the Action Plan are carried out by the responsible entity(ies); working with ACEM entities to develop initiatives in relation to specific actions outlined in the Action Plan; ensuring that the Board is fully informed in relation to the achievement of initiatives described in the Action Plan; acting as a source of advice and reference to Board in relation to DBSH matters in College activities; and proposing initiatives to the ACEM Board for consideration that will assist with meeting the aims of the College's DBSH Project and associated advocacy activities.

### 3.1 Responsibilities

The responsibilities of the Diversity and Inclusion Steering Group include, but are not limited to the following activities:

- Monitoring the progress and implementation of the *ACEM DBSH Action Plan*, ensuring regular reporting of progress to the ACEM Board;
- Providing advice and guidance to ACEM entities, including the ACEM Board, in relation to the development and conduct of initiatives intended to achieve outcomes described in the *ACEM DBSH Action Plan*;
- Providing leadership in promoting and embedding a culture of zero tolerance in relation to DBSH throughout ACEM as an organisation, its membership and the broader practice of emergency medicine.
- Production of an annual *Governance Diversity Report* for benchmarking against other Australasian Specialist Medical Colleges and other suitable organisations/sectors;
- Monitoring ACEM's initiatives to support the wellbeing of trainees and Fellows (including completion rates of CPD training for leadership training and core values training); and
- In the context of monitoring ACEM activities to address matters relating to DBSH in areas where the College has involvement/responsibility, proposing initiatives to address identified needs for the consideration of the ACEM Board and other entities.

### 3.2 Extent of authority

- (a) The steering group 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 steering group shall provide recommendations to the Board 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 Board.
- (c) The steering group does not have authority to waive, vary or otherwise depart from:
  - its stated responsibilities;
  - its terms of reference;

- the *Policy on College Entities*;
- the terms or requirements of any other approved College policy or regulation or similar document, and
- the requirements of the Constitution and any relevant legislation.

### **3.3 Conflict of Interest**

In accordance with the ACEM Conflict of Interest Policy, individual steering group 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.

### **3.4 Reporting**

The steering group shall report in writing to the Board following each of its meetings.

## **4. MEETING REQUIREMENTS**

The policy allows for variation of meeting requirements, where this has been approved by the Board. The only such approved variations are as follows:

### **(a) Frequency of Meetings**

The steering group shall meet as required. Dependent upon agenda requirements, and within budget constraints, meetings shall be held face-to-face or by teleconference. The working group may also be required to make decisions out-of-sessions, when necessary.

### **(b) Voting Rights**

These requirements of the policy are varied to the following extent only:

- Ex-officio staff members do not have voting rights.

## **5. DURATION OF WORKING GROUP AND OFFICE**

- (a) Initial appointment to the steering group will be until the date of the ACEM Annual General Meeting (AGM) to be held in November 2019, unless the Board determines the need for change prior to that time following an evaluation of the effectiveness of the steering group and its membership, which may be conducted at any time.
- (b) At a minimum, membership of the steering group will be reviewed by the Board prior to the 2019 AGM in a timeframe that enables certainty in regard to ongoing appointment of steering group members.

## **6. DOCUMENT REVIEW**

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

### **6.1 Responsibilities**

Document authorisation:	ACEM Board
Document implementation:	Strategic Initiatives Implementation Manager
Document maintenance:	Governance and Standards Manager

---

## 6.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Feb-2018	Approved by the ACEM Board

---

---