

INCLUSION COMMITTEE

A Committee 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 Committee shall be composed of:

- (a) Ex-officio members
 - ACEM President;
 - the President-Elect or Immediate Past President as relevant;
 - ACEM Board member with expertise in legal and governance matters;
 - Co-Chairs of the Indigenous Health Committee or their delegates.
- (b) Up to nine (9) 'ordinary' FACEM members with knowledge and interest in matters that are the remit of the Committee, and backgrounds that ensure a range of perspectives are able to be provided to the group, and including at least one (1) FACEM resident in Aotearoa New Zealand and at least one (1) FACEM who is or has previously been a Director or Deputy-Director of Emergency Medicine.
- (c) Up to three (3) FACEM Training Program trainees appointed pursuant to the *Procedures for the Appointment of Trainee Members on College Entities* (COR665) with knowledge and interest in matters that are the remit of the Committee, and backgrounds that ensure a range of perspectives are able to be provided to the group.
- (d) Up to three (3) Community Members appointed pursuant to the *ACEM Policy on the Appointment and Remuneration of Community Members* (COR498) who have acknowledged expertise relevant to the matters being considered by the Committee.

Members appointed under 2(b) will be made by the ACEM Board following consideration of applications received through a call for Expressions of Interest.

The Committee may co-opt up to three (3) additional members as required in order to progress specific matters that require specific knowledge and/or expertise not possessed by the membership outlined above.

The following ACEM staff members will attend and participate in meetings of the Committee; however, do not have voting rights in relation to matters being considered by the Committee:

- Chief Executive Officer (CEO) or nominee;
- Executive Director of Policy, Research and Strategic Partnerships;
- Executive Director of Education;

- Executive Director of Training; and
- Other staff as required.

2.1 Office bearers

The Chair of the Committee shall be the College President or the President-Elect or Immediate Past President, as relevant. Where the President serves as Chair of the Committee, the President-Elect or Immediate Past President, as relevant, will assume the role of Deputy Chair. Where the President-Elect or Immediate Past President is appointed as Chair, the President shall assume the role of Deputy Chair.

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

3.1 Responsibilities

The responsibilities of the Inclusion Committee 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 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 *Governance and Leadership Inclusion 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 Committee 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 Committee 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 Committee 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 Committee 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 Committee 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. Any such allowed variations are specified below.

(a) Frequency of Meetings

The Committee will meet three (3) times per calendar year. Where possible, one meeting will be held face-to-face and two meetings will be conducted via electronic means. The venue for the face-to-face meeting will be ACEM Head Office in Melbourne. The Committee may also be required to make decisions out-of-sessions, when necessary.

5. DURATION OF OFFICE

- (a) Committee members (other than ex-officio members and community members) are appointed by the Board for a period of two (2) years, at the end of which time all 'ordinary' FACEM and trainee membership positions will become vacant (i.e. a spill will take place).

6. DOCUMENT REVIEW

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

6.1 Responsibilities

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

6.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Feb-2018	Approved by the ACEM Board
v1.1	Jan-2020	Administrative revisions to ACEM staff and department titles. Two-yearly review due February 2020.
v2	Oct-2020	Revised throughout to establish as a standing committee of the ACEM Board
v3	Feb-2021	Revisions to membership and office bearers, and committee name
v4	Dec-2022	Revisions to membership and office bearers
v5	Feb-2023	Revisions to membership and ACEM staff titles
v6	Dec-2023	Revision to increase the number of ordinary FACEM members on the committee