

Australian and New Zealand College of Anaesthetists POLICY ON RECOGNITION OF CURRENT AND PAST COUNCILLORS

1. PURPOSE

This policy outlines the recognition afforded to the current and past ANZCA Councillors, including current ANZCA Presidents, past ANZCA Presidents and past Deans of the Faculty of Anaesthetists, Royal Australasian College of Surgeons (FARACS). The role of the Councillors is a demanding one that requires a considerable time commitment and responsibility as directors of the College.

The CEO should be consulted regarding recognition of past Councillors who are current Directors of Professional Affairs.

The recognition of past Deans and board members of the Faculty of Pain Medicine is not the purview of this policy.

2. INTRODUCTION

Current and past Councillors traditionally have been afforded support and recognition as a result of the contributions made by these Fellows to ANZCA and/or the FARACS during their terms. The aim of this policy is to document the recognition to which they are entitled.

3. BODY OF POLICY

3.1 Current Councillors

The following support is offered to current Councillors:

3.1.1 Travel

Councillors travel on all ANZCA business under the *ANZCA Travel Policy of Fellows and Trainees* (<http://www.anzca.edu.au/resources/corporate-policies/travel/>), including the provisions regarding class of airline travel except for travel relating to the ASM (refer to 3.1.3).

3.1.2 Qantas Club

ANZCA will reimburse Councillors for membership of the Qantas Club, Virgin Australia Lounge or Koru Club for the duration of their terms on Council. Councillors wishing to be reimbursed for additional applicable airline lounge access should apply to the chief executive officer (CEO).

3.1.3 Annual Scientific Meeting

Councillors are reimbursed for one night's accommodation and an economy class return airfare in relation to the new Council meeting associated with the ANZCA ASM. Other expenses of Councillors in relation to the ANZCA ASM are not covered nor reimbursed by ANZCA (This section should be read in conjunction with 3.1.1 and 3.3.3).

3.1.4 Councillors' partners

Each Councillor's partner may attend one Council dinner per annum at the expense of ANZCA. The Councillor's partner may be ticketed in the same airline class of travel as the Councillor.

3.1.5 Directorship education and support

ANZCA will support the attendance of each Councillor at the Australian Institute of Company Directors' Company Directors Course. During their terms on Council, Councillors may also apply to the CEO for support for a company directors' course offered by a different provider, for short courses on company directorship and for books and other resources on company directorship.

3.2 Past Councillors

The following support is offered to past Councillors:

3.2.1 Travel

Past Councillors travel on College business under the *ANZCA Travel Policy of Fellows and Trainees*, including the provisions regarding class of airline travel.

3.2.2 Retirement dinner

The Council, at its discretion, may hold a function to farewell retiring Councillors. Each retiring Councillor may invite up to nine personal guests (family and/or friends) to this function. The travel expenses of the retiring Councillor and his/her immediate family attending the event (i.e. partner, children and their partners, parents, siblings and their partners) will be covered or reimbursed by ANZCA. The retiring Councillor's partner may travel in the same airline class as the past Councillor. Other family members are ticketed in economy class.

3.3 Current ANZCA President

The following support is offered during the President's term:

3.3.1 Representation allowance

Support is available for the President for services rendered to the College in a professional and/or technical capacity. Support is available for up to two days and is based on staff specialist or visiting medical officer awards including on-costs and taking into account changes in salary or award variations during the term. This support is negotiated by the ANZCA CEO.

3.3.2 Travel

The President travels on all ANZCA business under the *ANZCA Travel Policy of Fellows and Trainees* except with respect to the class of airline travel where the President may travel in business class. The President's flights to and from the

Annual Scientific Meeting (ASM) at which he/she retires as President may be ticketed in business class, but the President's flight to the meeting at which he/she assumes the Presidency is ticketed in economy class.

3.3.3 Annual Scientific Meeting

The President is offered complimentary full registration to the ANZCA ASM. The President is responsible for fees incurred for attendance at optional elements of the scientific or social programs associated with the ASM. All travel expenses of the President during the ASM are covered or reimbursed by ANZCA.

3.3.4 Computer/tablet device

A laptop computer or tablet device will be made available by ANZCA for use by the President. The range of computers/devices made available will be at the discretion of the CEO. Ownership of the computer will be transferred to the President at the end of his/her Presidency.

3.3.5 Mobile phone

A mobile phone will be made available by ANZCA for use by the President. The range of mobile phones made available will be at the discretion of the CEO. Ownership of the mobile will be transferred to the President at the end of his/her Presidency.

3.3.6 Phone charges

A SIM card will be made available by ANZCA for use by the President in the line of his/her duties as President. The bills arising from the use of such a SIM card will be paid directly by ANZCA and the SIM card will be returned to ANZCA at the end of the term. Alternatively or in addition, the President will be reimbursed for charges arising from the use of his/her own SIM card in the line of his/her duties as President.

3.3.7 Internet charges

A wireless internet device will be made available by ANZCA for use by the President in the line of his/her duties as President. The bills arising from the use of such a device will be paid directly by ANZCA and the device will be returned to ANZCA at the end of the term. Alternatively or in addition, the President will be reimbursed for internet charges arising from his/her own means of access to the internet in the line of his/her duties as President.

3.3.8 Administrative support

The CEO will designate a staff member or members to assist the President with his/her presidential duties. The President will note that the staff members report to their own manager(s) within the corporate structure of ANZCA and not to the President.

3.3.9 President's office

The President will have the exclusive use of the President's office in Ulimarua during his/her term.

3.3.10 President's partner

The President's partner is offered complimentary full registration and travel expenses for the ANZCA ASM. Fees incurred for attendance at optional elements of the scientific and social programs by the President's partner will not be covered or reimbursed by ANZCA.

Support for registration and travel expenses will also be available to the President's partner for the annual scientific meetings of sister societies and colleges held within Australia and New Zealand to which the President's partner is explicitly invited.

Support for registration and travel by the President's partner to all other events to which the President's partner has been explicitly invited requires the prior written approval of the CEO. The President is advised to seek this approval prior to accepting these invitations on behalf of his/her partner. ANZCA recognises the contribution of the President's partner to the College, but asks the President to consider the financial burden to the College when requesting such support.

Support for attendance by the President's partner at Council dinners complies with the privileges afforded to the partners of other Councillors in this regard.

The President's partner is ticketed in the same airline class of travel as the President.

3.4 President Elect

Support for services rendered to the College in a professional and/or technical capacity is available when a Councillor is nominated President-elect. Support is available for up to half a day and is based on staff specialist or visiting medical officer awards including on-costs and taking into account changes in salary or award variations during the term. This support is negotiated by the ANZCA CEO.

3.5 Past ANZCA Presidents and Faculty of Anaesthetists (RACS) Deans

The following support is offered to past Presidents and past Deans of FARACS, including those who serve as ANZCA Councillors following their retirement from the Presidency or Deanship:

3.5.1 ANZCA annual subscription

Past Presidents and Deans of FARACS are offered a 100% discount on the ANZCA annual subscription for the duration of continuing membership of ANZCA. This discount is first offered for the annual subscription for the year following the President's retirement.

3.5.2 Travel

Past Presidents and Deans of FARACS travel on College business under the *ANZCA Travel Policy of Fellows and Trainees*, including the provisions regarding class of airline travel, unless specified otherwise in this policy.

3.5.3 ASM registration fee

Past Presidents and Deans of FARACS are offered complimentary full registration to the ANZCA ASM. Past Presidents and Deans of FARACS are responsible for fees incurred for attendance at optional elements of the scientific or social programs associated with the ASM. The travel expenses of past Presidents and Deans of FARACS in relation to the ANZCA ASM are not covered nor reimbursed by ANZCA.

3.5.4 College ceremony

Past Presidents and Deans are offered the opportunity to join the stage party at the annual College Ceremony, even if they do not attend the rest of the ASM. The travel expenses of past Presidents and Deans in relation to the College Ceremony are not covered or reimbursed by ANZCA.

3.5.5 Presidential portrait

Past Presidents are offered the opportunity to have a portrait captured as a photograph. The budget for each portrait will be determined as part of ANZCA's budget process. Past Presidents' plans for their portraits require the approval of the ANZCA CEO. The portrait remains the property of ANZCA and will be displayed at the discretion of the CEO. Travel expenses incurred by the past President and/or the artist during the production of the portrait will not be reimbursed by ANZCA.

3.5.6 Portrait unveiling

The Council, at its discretion, may hold a function to unveil the past President's portrait. The travel expenses of the past President and his/her partner will be covered or reimbursed by ANZCA.

3.5.7 Partners of past Presidents and Deans

The partners of past Presidents and Deans are not covered or reimbursed for travel expenses by ANZCA unless otherwise specified in this policy. When travel expenses are covered or reimbursed, the past President's (or FARACS Dean's) partner may travel in the same airline class as the past President/Dean.

4. CONCERNS OR COMMENTS

If you have any concerns about the handling of support for Councillors or past Councillors, please contact the ANZCA CEO on +61 3 8517 5353 or via ceo@anzca.edu.au.

5. CHANGES TO ANZCA POLICY

The Council may modify or amend this policy at any time. Formal notice of amendments will not ordinarily be given, but the latest version of the policy can be accessed on College website under corporate policies (www.anzca.edu.au/resources/corporate-policies) or by contacting the College on +61 3 8517 5353.

6. CHANGE CONTROL REGISTER

Version	Author	Approved by	Approval Date	Sections Modified	Date of next review
1	CEO	Council	10 Nov 2012	NA	2014
2	CEO	Council	15 Feb 2014	Policy retitled and minor revisions	2016

© Copyright 2014 – Australia and New Zealand College of Anaesthetists. All rights reserved.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission from ANZCA. Requests and inquiries concerning reproduction and rights should be addressed to the Chief Executive Officer, Australian and New Zealand College of Anaesthetists, 630 St Kilda Road, Melbourne, Victoria 3004, Australia. Website: www.anzca.edu.au Email: ceoanzca@anzca.edu.au