



Board of the Chapter of Perioperative Medicine

Terms of Reference

V3 2024

1. Purpose

The Board of the Chapter of Perioperative Medicine (POM Board) reports to ANZCA Council and oversees the college's educational offerings in perioperative medicine, and advises on the professional practice, clinical quality and patient safety matters affecting specialist doctors who provide perioperative medicine services in Australia and New Zealand.

2. Terms of reference

Board duties and responsibilities include:

- 2.1. Develop strategy and principles for the ANZCA Chapter of Perioperative Medicine (POM) in the context of the ANZCA Strategic Plan for approval by ANZCA Council through effective delegation to and consultation with POM committees and subcommittees.
- 2.2. Monitor, advise and input to professional practice, clinical quality and patient safety matters affecting specialist doctors who provide perioperative medicine services in Australia and New Zealand
- 2.3. Drive, implement and evaluate strategies relating to POM education and assessment activities.
- 2.4. Oversee the development, approval, improvement, and operation of POM education and the ANZCA course in POM as outlined in Regulation 45.
- 2.5. Provide guidance and set expectations to ensure POM committees, subcommittees and project groups:
 - 2.5.1. Deliver objectives that are aligned with ANZCA's strategic plan and annual business plans
 - 2.5.2. Comply with regulations, policies and processes
 - 2.5.3. Effectively engage with ANZCA and other specialist college fellows, SIMGs, trainees, staff and other relevant stakeholders
 - 2.5.4. Work collaboratively, efficiently and effectively
 - 2.5.5. Consider the welfare of trainees, fellows and SIMGs.
 - 2.5.6. Promote a culture with standards to support multidisciplinary and multi-professional collaboration and respect.
- 2.6. Approve the terms of reference and membership of committees, sub-committees, working groups and project groups in accordance with ANZCA Regulation 2.

- 2.7. Receive reports from POM committees, subcommittees, project groups and networks regarding their activities, planning strategically and acting in response to the findings of these reports.
- 2.8. Supporting policy and advocacy activities to promote the field of perioperative medicine with government and across jurisdictions.
- 2.9. Monitor issues affecting the interests of the Chapter or the professional interests of its graduates.

The role of the Chapter Board and its members does NOT include:

- 2.10. Approval of its membership
- 2.11. Participating in the day-to-day management of the Chapter and undertaking the roles of Chapter staff
- 2.12. Performance management of the Chapter staff.
- 2.13. Making decisions relating to changes to the strategic direction of the College with regard to the Chapter. Decisions that are outside the Chapter's strategy accepted by Council and/or where an impact analysis identifies significant impact outside the ANZCA curriculum, will be recommended to Council by the Board, following consultation with affected committees and units.

The following require approval of ANZCA Council:

- 2.14. Appointment of Board of the Chapter of Perioperative Medicine members
- 2.15. Chapter of Perioperative Medicine strategic goals in the ANZCA strategic plan.

The key groups with which the Board coordinates and communicates are:

- 2.16. Council (governance)
- 2.17. CEO, Executive Leadership Team and other staff.
- 2.18. Professional Affairs Executive Committee
- 2.19. Safety and Quality Committee
- 2.20. Education Executive Management Committee
- 2.21. ANZCA Research Committee
- 2.22. Information and Communication Technology Governance Committee
- 2.23. Chapter of Perioperative Medicine Education and Assessment Committee
- 2.24. Chapter of Perioperative Medicine Policy and Advocacy Committee
- 2.25. Finance, Audit and Risk Management Committee
- 2.26. Faculty of Pain Medicine
- 2.27. Perioperative Medicine Special Interest Group
- 2.28. Education and Research Unit
- 2.29. Fellowship Affairs Unit

2.30. Policy and Communications Unit

2.31. Other specialist colleges

3. Membership

3.1. The membership of the board is defined in ANZCA regulation 2.

3.2. Appointment of members will be made in each odd numbered year, for a two-year period.

3.3. All members of the board are voting members.

3.4. This may include members who are not fellows of the college.

3.5. Appointment of members will take into account the following factors:

3.5.1. Membership of the Chapter

3.5.2. High personal standing within the chapter and college

3.5.3. Experience with POM activities

3.5.4. Ex officio role in a committee or subcommittee of the Chapter

3.6. Collectively, members are expected to possess the following competencies within the context of college education programs and advocacy activities:

3.6.1. Fellowship, membership and stakeholder engagement

3.6.2. Make evidence-based judgements

3.6.3. Contribute to the strategic direction of education and advocacy

3.6.4. Develop effective educational standards or governance frameworks.

3.6.5. Lead systems that support fairness and equity in recruitment and selection of learners and educators

3.6.6. Promote a high-quality environment for learning, by acting on areas for improvement with involvement of learners and educators.

4. Meetings

4.1. The Chapter Board will meet at least four times per year with at least meeting being face-to-face.

4.2. A quorum for a meeting will be a majority of the voting members, noting that in committees with an even number of voting members, this is half plus one. If at any time the number of members is fewer than a quorum, the Board may meet only for discussion purposes.

4.3. Questions arising at a meeting of the Board (either in person, by video / teleconference) are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The Chairperson has a casting vote in addition to a deliberative vote where there is an equality of votes.

4.4. In the absence of the Chairperson, members of the Board will choose a Chairperson to chair that particular meeting.

- 4.5. There is no provision for a member to vote by proxy.
- 4.6. An agenda with relevant papers will be prepared and circulated to all attendees of the Board, one week prior to each meeting to allow sufficient time to read and consider their contents.
- 4.7. The Board shall ensure that ANZCA Council receives minutes of the meetings, is kept regularly informed on general progress and activities, and is briefed promptly on all significant matters.
- 4.8. For an electronic vote, questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.
- 4.9. All matters discussed at Board meetings together with all material provided to attendees is confidential.

5. Self-Evaluation

- 5.1. On an annual basis the Board will undertake a formal evaluation and assess the performance and achievements of the Board for the previous period and ensure that it is meeting its objective efficiently and effectively and is in a position to continue to do so.
- 5.2. Provide an annual report to ANZCA Council outlining the activities and actions taken by the Board over the preceding 12 months.
- 5.3. The Board will review the Terms of Reference at least once every 3 years.

6. Reporting

- 6.1. Meetings will be minuted, with minutes forwarded to ANZCA Council and where applicable to the Safety and Quality Committee, Education Executive Management Committee and Professional Affairs Executive Committee.
- 6.2. Decisions made electronically will be recorded in the minutes of the next committee meeting.

7. Administrative Support and relationships

- 7.1. Administrative support for the Board will be from the Education and Research Unit.
- 7.2. Fellows, SIMGs and trainees often work closely with college / faculty staff. Each college / faculty staff member has a job description, which includes details about how they will support the activities of fellows, SIMGs and trainees. Each staff member has a manager who is responsible for the staff member's day-to-day performance, annual performance appraisal and performance management where required. Ultimately, every staff member reports through to the chief executive officer (CEO). The CEO reports through to the ANZCA Council and FPM Board, the governance body of the college / faculty.
- 7.3. It is expected that communication by fellows and trainees with staff will meet normal social standards of respectfulness. Staff members welcome feedback about positive aspects of their performance. If a fellow or trainee is concerned about the

performance of a staff member, this is best raised with the staff member’s manager, CEO or a councillor (for consultation). This does not apply to minor things such as amendments to minutes that can be directly raised with the staff member. Fellows and trainees in key roles, particularly committee chairs, may be invited by the manager to participate in formal staff performance review.

8. Financial reporting and planning

- 8.1. The Board will have governance reports' as a standing agenda item and will receive regular financial reports.
- 8.2. The roles of the committee include:
 - 8.2.1. Development of an annual activity plan and report
 - 8.2.2. Support of the ANZCA management in decision making, to ensure the best possible financial outcome.
- 8.3. The role of the Board does not include the day-to-day financial management of the College (which is the role of ANZCA management reporting to the CEO).

Version control

Version	Author	Reviewed by	Approved by	Changes
0.1	M Lopez	S Marshall		
0.2	A Fitzgerald, E Webber	D Story, C Cokis		Re-alignment as 'executive committee of council'.

Next review: June 2026