

Position Description

Position	Community Advisor - Specialty Training Board
Date	September 2020
Portfolio	Education
Reports to:	Appointed Specialty Training Board/Committee

Role overview

Community Advisors – Specialty Training Board (STB) are members of the public with a demonstrated interest in health and training who volunteer to be members. The Community Advisor is a full member of the respective STB with voting rights and is expected to bring non-medical perspectives to assist the STB in the performance of its duties. The Community Advisor represents the wider community rather than a specific interest group or other organisation.

Applicants are sought from members of the community who have qualifications and/or experience in one (or more) of the following areas:

- Adult education
- Medical education
- Governance
- Cultural change
- Strategic planning
- Communication

Successful applicants are appointed to one of the following:

- Board of Surgical Education and Training
- Board of Cardiothoracic Surgery
- Australian Board in General Surgery
- New Zealand Board in General Surgery
- Board of Neurosurgery
- New Zealand Board of Orthopaedic Surgery
- Board of Otolaryngology Head and Neck Surgery
- Australian Board of Plastic and Reconstructive Surgery
- New Zealand Board of Plastic and Reconstructive Surgery
- Board of Paediatric Surgery
- Board of Urology
- Board of Vascular Surgery

Key relationships

Role	Nature of relationship
• Board Chair	Advise, liaise and work with
• Other board members	Liaise and work with
• Other RACS boards and committees	Work with as required

Key accountabilities and tasks

Primary responsibility

- Provide non-medical perspectives to the STB to support it in its duties in regulating the specialty training program
- Ensure the STB complies with its delegated duties as detailed in the terms of reference and in accordance with general principles of good governance
- With the Chair and other members of the STB in consultation with the Secretariat monitor and review the effectiveness of the relevant SET program
- With the Chair and other members of the STB set and review regulations that comply with RACS policies, and monitor their implementation
- Participate in, and contribute to, STB meetings, and other activities as required
- Act in good faith in the interests of RACS and the STB by
 - exercising due care and diligence when participating in STB activities;
 - complying with duties as a member in accordance with the relevant STB terms of reference;
 - ensuring position and information acquired in the performance of duties is used for a proper purpose.
- Demonstrate leadership and promote the RACS mission, vision and values in the context of training.
- Treat colleagues and other stakeholders with respect and raise concerns or ethical issues where necessary with the STB Chair or RACS Councilors.

Tenure and method of appointment

- The appointment is for a three-year term with the option to reappoint for a maximum of two further terms.
- Community Advisors are selected through an expression of interest and interview process in accordance with the RACS External Co-opted Members on Committees and Boards policy.

Direct reports

- None.
- RACS staff and specialty society staff report through their manager to their respective CEO. Staff do not report directly to the STB.

Financial authority limits

- This position has no delegated financial authority.