

Division:	Fellowship Engagement	Ref. No.	TOR-3025
Department:	Fellowship Services		
Title:	Younger Fellows Committee		

1. PURPOSE AND SCOPE

Terms of Reference for the Younger Fellows Committee.

2. KEYWORDS

Young Fellows, YFC

3. BODY OF POLICY

3.1. Background

A Surgeon who has been awarded fellowship of the College within the past 10 years is considered a "Younger Fellow". The Younger Fellows Committee (YFC) fulfils a number of functions relevant to new and younger surgeons of the College. The YFC sits within the Department of Fellowship Services and reports to the Professional Development and Standards Board through the Fellowship Services Committee.

3.2. YFC Objectives

- 3.2.1. To promote the views of Younger Fellows.
- 3.2.2. To provide a conduit for the views of Younger Fellows to be represented to Council via the Professional Development and Standards Board through the Fellowship Services Committee.
- 3.2.3. To encourage Younger Fellows to be involved in the College.
- 3.2.4. To promote inter-disciplinary exchange between surgical Specialty Groups.
- 3.2.5. To assist surgeons in the transition from surgical training to surgical practice.

3.3. Duties and Responsibilities

- 3.3.1. Represent a cross section of Younger Fellows; geographically, from various specialties and various practice types.
- 3.3.2. Oversee the annual Younger Fellows Forum, nominate its Convener(s) and approve the report and recommendations arising from the Forum. The report and recommendations should then be forwarded to the Professional Development and Standards Board and the Education Board through the Fellowship Services Committee for discussion prior to submission to Council.
- 3.3.3. Provide information to Younger Fellows on matters pertaining to the establishment of a professional surgical practice in the form of the Preparation for Practice course and/or booklet.
- 3.3.4. Disseminate information to Younger Fellows regarding College services and programs to increase involvement in College activities.
- 3.3.5. Inform new Fellows of the CPD program and the requirements for compliance.

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- 3.3.6. Collaborate with other College groups to promote the professional development of Younger Fellows including the Section of Academic Surgery and Annual Scientific Convention Planning Committee.
- 3.3.7. Co-ordinate regular articles in the monthly publication Surgical News addressing issues of importance and relevance to Younger Fellows.
- 3.3.8. Maintain information about Younger Fellows initiatives on the College website.
- 3.3.9. Provide feedback to the College about internal information technology initiatives as required.
- 3.3.10. Remain actively involved in issues or activities relevant to Younger Fellows and review and respond to matters delegated to it by Council.

3.4. Composition

The YFC aims to have a broad representation of the Fellowship regarding gender, surgical specialty, geographical location and practice type. The composition of the YFC will be as follows:

- 3.4.1. Elected Chair.
- 3.4.2. Two deputy chairs.
- 3.4.3. Younger Fellows representatives for each region, as nominated by the Regional Committees.
- 3.4.4. At the request of the Chair, the Younger Fellows Committee may co-opt the Immediate Past Chair (regardless whether they are time expired) for maximum term of twelve months following his/her office) as a non-voting advisory member of the Younger Fellows committee. They may not hold or retain a Younger Fellows representative position on any College committee. The Immediate Past Chair does not count towards a quorum.
- 3.4.5. Two councillors nominated by Council.
- 3.4.6. Royal Australasian College of Surgeons Trainee Association (RACSTA) representative.
- 3.4.7. Other co-opted Younger Fellows, if required, to facilitate the Committee's function or to ensure appropriate representation of the Fellowship.
- 3.4.8. All members of the committee will have equal voting rights.
- 3.4.9. The President and the Chief Executive Officer may attend any YFC meeting and the President may chair any meeting. Fellows and staff shall attend meetings by invitation or request of the Chairperson.

3.5. YFC Executive Committee

The YFC Executive's role is to progress important issues expediently and to facilitate succession planning and the retention of corporate memory.

The membership of the YFC Executive will comprise:

- 3.5.1. Chair, YFC.

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- 3.5.2. Immediate past chair (as per point 3.4.4)
- 3.5.3. Two deputy chairs.
- 3.5.4. One Council representative.
- 3.5.5. A co-opted member of the YFC, as required.

Minutes and relevant correspondence of the Executive committee shall be distributed to YFC members for input and final approval for decisions shall be sought at YFC meetings.

3.6. Committee Terms of Office and Method of Appointment

- 3.6.1. Chairperson
 - a. A YFC member nominated by that Committee and approved by the Fellowship Services Committee and Professional Development and Standards Board.
 - b. A three year term without option of a further term.
 - c. A Chairperson must commence their term as Chair as a Younger Fellow, but may cease to be a Younger Fellow during their term.
 - d. The Chairperson of the YFC will be invited as an observer of Council.
- 3.6.2. Deputy Chairs
 - a. Two current members of the Committee to be elected by Committee Members and approved by the Fellowship Services Committee and Professional Development and Standards Board.
 - b. A three year term with a maximum of three terms served as a Committee member.
 - c. The Deputy Chairpersons will fulfil the duties of the Chairperson in his/her absence or at his/her request.
- 3.6.3. Committee Member
 - a. Regional representatives are nominated by Regional College Committees and endorsed by the current committee members and approved by the Professional Development and Standards Board.
 - b. Regional representatives will be appointed for a three year term with the option for an additional two terms.
 - c. Co-opted members will be appointed for a specified duration for not more than three years and commensurate with their function on the committee.
- 3.6.4. Council Representatives
 - a. Two Councillors are nominated by Council and will be appointed for a three-year term.
 - b. Appointments may be staggered to ensure continuity of representation.

Approved By:	Director, Fellowship and Standards	Original Issue:	February 2009
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		Approval Date:	February 2016
Page 3 of 4		Review Date:	February 2018

Division:	Fellowship Engagement	Ref. No.	TOR-3025
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Title:	Younger Fellows Committee		

3.7. Meetings

- 3.7.1. The YFC shall hold at least three meetings per year, one of which should be face to face. If members are absent for two or more meetings in a year, consideration will be given to identifying a replacement representative. All committee members have equal voting rights.
- 3.7.2. A quorum shall be a majority of the committee.
- 3.7.3. The YFC Executive shall meet via teleconference three times per year, between YFC meetings.
- 3.7.4. The Manager of Fellowship Services and the Younger Fellows Secretariat, will also attend meetings.

3.8. Accountability

- 3.8.1. The YFC Executive is accountable to the YFC. Correspondence and minutes of the Executive meetings shall be distributed to the YFC members, and approval for decisions shall be sought at YFC meetings.
- 3.8.2. The YFC is accountable directly to the Professional Development and Standards Board through the Fellowship Services Committee for fulfilment of the duties and responsibilities outlined in the terms of reference and for other matters delegated by Council.

3.9. Reporting

- 3.9.1. The YFC's proceedings shall be recorded in minutes and reported to Council via the Professional Development and Standards Board through the Fellowship Services Committee.

4. ASSOCIATED DOCUMENTS

No documents associated with this policy.

Approver Professional Development and Standards Board

Authoriser Council

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Page 4 of 4		Review Date:	February 2018