

Division:	Education and Training Administration	Ref. No.	ETA-SET-035
Department:	Surgical Training		
Title:	Training Board Chair's Allowance		

1. PURPOSE AND SCOPE

This policy defines the allowance payable to Fellows of the College who undertake the role of Chair for a specialty board supported directly by the College.

2. KEYWORDS

Specialty Board Chair, expenses, allowance, tax invoice.

3. BODY OF POLICY

3.1. Background

The College supports Fellows who chair specialty training boards in their extensive voluntary commitment to the College and its activities by the provision of designated support staff, an allowance to offset personal expenses incurred and the direct funding of their travel, accommodation and meals.

Specialty Training Board Chairs have a demanding role. They attend and chair meetings of the specialty board and (where appropriate) its executive, as well as being members of the Board of Surgical Education and Training. Between meetings of these boards Specialty Training Board Chairs are called upon to deal with ongoing issues of training, including correspondence and advice.

3.2. Chair's Allowance

3.2.1. It is recognised that it is not always possible to segregate expenses incurred while undertaking the role of Specialty Board Chair. Infrastructure (secretarial support, communications, computers, etc.) funded by a Fellow for their practice will also be utilised to support the role of Specialty Board Chair. Consequently an allowance is available to Specialty Board Chairs.

3.2.2. Chairs of a Specialty Board supported directly by the College (i.e. not by a Specialty Society) will be paid a monetary allowance equivalent to that payable to the Chair of the Board of Surgical Education and Training (as specified in the Entitlements for Councillors in Key Positions Policy).

3.2.3. Chairs of a Specialty Board supported directly by a Specialty Society will be paid a fee determined by that Specialty Society.

3.3. Payment to College Supported Specialty Board Chairs

3.3.1. The published fee is payable in November for the calendar year, on receipt of a properly rendered tax invoice for the published amount. A pro-rata payment is made to retiring Chairs at the time their appointment ends.

3.3.2. Where the Specialty Board Chair is resident in New Zealand the allowance is payable via the New Zealand National Office.

4. ASSOCIATED DOCUMENTS

Entitlements for Councillors in Key Positions Policy

Approver: CEO

Authoriser: Council

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