

<b>Division:</b>	<b>Fellowship &amp; Standards</b>	<b>Ref. No.</b>	<b>FES-FEL-011</b>
<b>Department:</b>	<b>Fellowship Services</b>		
<b>Title:</b>	<b>Australia and New Zealand Chapter of the American College of Surgeons Relationship Agreement and Terms of Reference</b>		

## 1. PURPOSE AND SCOPE

This policy outlines the financial and administrative policy and procedures for the management by the Royal Australasian College of Surgeons (RACS) of the affairs of the Australia and New Zealand Chapter of the American College of Surgeons (ANZ Chapter of the ACS).

## 2. KEYWORDS

Australia and New Zealand Chapter of the American College of Surgeons, (ANZ Chapter of the ACS), Australia and New Zealand (ANZ), American College of Surgeons (ACS), Annual Scientific Congress (ASC), Annual Business Meeting (ABM), United States (US)

## 3. BODY OF POLICY

### 3.1. Background

The ACS was founded in 1913. In 1924 some founding members of the ACS visited Melbourne. Discussions had been occurring for 4 years regarding the formation of an Australian Surgical Association. The 1924 visit sowed the seeds of a possible Australasian College of Surgeons, and eight ANZ surgeons were invited to join the ACS and attend its Annual Meeting in 1925. This accelerated processes which culminated in February 1927 in the formation of what is now RACS.

Over the years, a number of RACS Fellows experienced training in the United States (US) and became Fellows of the ACS. Some of these initiated a Travelling Scholarship program for a young North American surgeon to visit ANZ, commencing in 1982. These Fellows met at the RACS Annual Scientific Congress (ASC) annually and successfully achieved recognition as a Chapter of the ACS in February 1985 (Charter 101 Granted by the Board of Regents of the ACS).

The ACS Charter required the Chapter to promote the objectives of the ACS, including elevating the standards of surgery, establishing a standard of competency and character for practitioners of surgery, and educating the public and profession regarding training in surgery. It also required the Chapter to facilitate communication between its members and work toward building new and stronger links between the ACS and RACS, to enable a united effort in improving the care of surgical patients.

RACS has provided administrative support to the ANZ Chapter of the ACS for over a decade. This support is currently provided by the Fellowship Services Department and the Finance Department.

The Hugh Johnston ANZ Chapter ACS Travelling Fellowship launched in 2010 and the John Buckingham Travelling Scholarship launched in 2011, partly or fully funded by the Chapter, provides for a young Fellow and trainee respectively, to travel to the US and attend the Annual Clinical Congress of the ACS. The details of these arrangements can be found in separate policies (refer Associated Documents).

### 3.2. Policy

3.2.1. The ANZ Chapter of the ACS will receive administrative support from RACS in a reciprocal arrangement. Such support from the Chapter will include administrative support for a US Travelling Fellow to present at the RACS scientific sessions (not just to meetings of the Chapter) at the RACS ASC. The direct costs associated with all activities detailed below,

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other than payment for staff time, are borne by the Chapter from Chapter funds.

- 3.2.2. The ACS fully funds a young US Travelling Fellow, to attend the College ASC. This international scientific visitor shall present at the College ASC, and visit two additional centres in ANZ during their visit.
- 3.2.3. The Chapter will liaise directly with the Conference and Events Department regarding social arrangements for events at the ASC (including the Chapter Annual Business Meeting (ABM) luncheon). Terms and Conditions for such events are to be established between the Chapter and the Conference and Events Department.

### 3.3. Objectives

Through interaction, study of and engagement with the ACS the Chapter will:

- 3.3.1. Foster excellence in the practice of surgery.
- 3.3.2. Identify opportunities to elevate the standards of surgery in ANZ.
- 3.3.3. Identify opportunities to establish a standard of competency and character for practitioners of surgery.
- 3.3.4. Identify opportunities to educate the public and profession regarding training in surgery.
- 3.3.5. Provide for close Fellowship of its members to enable the achievement of these objectives.

### 3.4. Membership and Fees

- 3.4.1. Membership of the Chapter will be available to any Fellow of the ACS who resides in ANZ.
- 3.4.2. Fellows of the ACS who reside in ANZ are assumed to be members unless the Fellow advises RACS otherwise.
- 3.4.3. Once the report from the ACS regarding ACS Fellows who reside in ANZ is received, the Chapter Council President will contact any new Fellows to ascertain whether they want to be Chapter members. The Chapter Council President will encourage and welcome their involvement in and contribution to the Chapter, and to confirm their membership.
- 3.4.4. Chapter members pay an annual subscription fee, as determined by the membership at the Chapter ABM. Continuing membership by retired Fellows does not depend on payment of subscription fees but a continuing financial contribution is invited from such members.
- 3.4.5. Invited members may be invited if they have a specific interest and/or expertise related to the Chapter Council. After invitation such members may participate in the business of the Chapter Council. However they shall have no voting rights and may not be elected to office.

### 3.5. Office Bearers and the Chapter Council

- 3.5.1. The Chapter Council will consist of a Chapter Council President, Chapter Council Vice President and five Chapter Councillors.

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3.5.2. The Chapter Council shall be elected (via email or other electronic means) by the Chapter members prior to the Chapter ABM held at the ASC.

3.5.3. Any Chapter member may nominate any other member to fill any vacancy.

### **3.6. Meetings of the Chapter**

3.6.1. The Chapter ABM shall meet face to face once a year at the ASC of the RACS. The Chapter Council shall meet by teleconference (a maximum of three per year). Four members shall constitute a quorum; and in the event of a tie the Chapter Council President will have a casting vote.

3.6.2. The time and place of the Chapter ABM will be determined by the Chapter Council in consultation with the Conference and Events department of the RACS.

3.6.3. Members shall receive notice of Chapter ABM and Chapter Council meetings two weeks in advance and agenda/papers (via email or other electronic means) one week in advance.

### **3.7. Activities of the Chapter**

3.7.1. Hugh Johnston Travelling Fellowship Scholarship Program.

3.7.2. John Buckingham Travelling Fellowship Scholarship Program.

3.7.3. ANZ Travelling Fellowship Program.

3.7.4. ACS Resident International Exchange Scholarship Program.

3.7.5. ACS International Guest Scholarship (IGS)/Murray Brennan Scholarship Program.

3.7.6. ACS Community Surgeon Travel Awards Scholarship Program.

3.7.7. ACS International Scholarships for Surgical Education Program.

3.7.8. International ACS NSQIP Scholarship Program.

### **3.8. Chapter Funds**

3.8.1. The Chapter has funds being held by RACS. The funds lodged with RACS are "pooled" with other funds of RACS and invested with the intention of achieving a satisfactory investment return.

3.8.2. All Chapter Fund Financial Reports are produced by Finance on a quarterly basis and at year end, detailing expenditure and revenue.

3.8.3. The Chapter Secretariat distributes the Chapter Fund Financial Reports.

## **4. ALTERATIONS TO THE CHAPTER POLICY**

Any alterations to this Policy are subject to the approval of RACS Council through the Fellowship Services Committee and the Professional Development and Standards Board (PDSB).

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**5. ASSOCIATED DOCUMENTS**

ANZ Chapter of the American College of Surgeons Procedure

Hugh Johnston ANZ Chapter American College of Surgeons Travelling Fellowship Policy

Hugh Johnston ANZ Chapter American College of Surgeons Travelling Fellowship Procedure

John Buckingham Travelling Scholarship Policy

Section Elections Checklist

Section Elections Call for Nominations Online Form

How to Support Boards, Committees & Working Parties Manual

**Approver** Professional Development and Standards Board  
**Authoriser** Council

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