Pursue the community by fostering safety and quality patient care in anaesthesia, perioperative medicine and pain medicine.

**FPM Professional Affairs Executive Committee Terms of Reference**

**Version No:** 1

**Date of issue:** September 2016

**Purpose**
The Professional Affairs Executive Committee (PAEC) reports to the Board of the Faculty of Pain Medicine (FPM) and oversees, guides and reports on the activities of the Professional Standards Committee, Research and Innovation Committee and Scientific Meetings Committee to ensure alignment with the strategic direction of the Faculty. The PAEC provides guidance to the Director of Professional Affairs in relation to professional standards.

**Terms of Reference**
The PAEC roles are to:

1. Align, coordinate and strategically advise on the activities of the Research and Innovation Committee, Professional Standards Committee and Scientific Meetings Committee according to the FPM strategic plan and annual business plans.
3. Oversee and contribute to Faculty submissions to government and other bodies.
4. Engage with key decision makers and funding bodies.
5. Approve keynote international invited visitors for the ASM and Spring Meeting.
6. Recommend conference regions, themes and scientific convenors to Board for approval.

The roles of the PAEC do not include:

1. Approval of its own membership which is the role of the FPM Board.
2. Issues relating to Fellows performance and disciplinary matters (which is the role of the CEO and FPM Board);
3. Decisions regarding conferences other than the approval of keynote international invited visitors.
4. Approving changes to by-laws which is a role of Board.
5. Evaluating extraordinary budgetary impositions resulting from PAEC decisions.

The following are delegated roles from Board:

1. Oversight and/or implementation of Faculty approved initiatives in continuing professional development, research and innovation, professional documents, government submissions and national/regional activities.
2. Liaison with National/Regional Committees for recommendations for scientific convenors for approval by the Board.
3. Appointment of members of the committees that report to it (noting that the chairs are appointed by Board).
4. Approve membership, including chairs, of all professional affairs subcommittees, working groups and project groups.

The important groups/roles for coordination/communication for the PAEC are:

1. Board (governance)
2. Executive Committee (governance)
3. Research and Innovation Committee (strategic advice)
4. Professional Standards Committee (strategic advice)
5. Scientific Meetings Committee (strategic advice)
6. National and Regional Committees (strategic advice)
7. Director of Professional Affairs (guidance)
8. ANZCA Professional Affairs Executive Committee (information sharing)
9. ANZCA Safety and Quality Committee (information sharing)
10. Working groups and other groups which report to the PAEC
11. ANZCA Policy, Fellowship Affairs, Accreditation and Communications Units (information sharing)
12. The FPM Unit

**Membership**
The membership of the PAEC includes:

- Chair (who will be nominated from the membership)
- The Vice-Dean or Dean
- Chair, Research and Innovation Committee (or his/her nominee)
- Chair, Professional Standards Committee (or his/her nominee)
- Chair, Scientific Meetings Committee (or his/her nominee)
- Director of Professional Affairs
- Consumer representative
- General Manager, FPM
- All members of the Professional Affairs Executive Committee are voting members.

**Meetings**
The PAEC will meet at least twice per year by teleconference and at least once per year face-to-face aligned with a Board meeting.

A quorum for a meeting will be a majority of 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 less than a quorum, the committee may meet only for discussion purposes.

Questions arising at a meeting of the committee (either in person, by teleconference or webinar) 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 chair has a casting vote in addition to a deliberative vote where there is an equality of votes.

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.

The discussions of each FPM committee, subcommittee and working group are confidential to its members. Conflicts of interest will be managed in accordance with the ANZCA Conflict of Interest Policy.

The Members of the Professional Affairs Executive Committee will undertake their work in accordance with relevant ANZCA and FPM policies. Bullying, discrimination and harassment will be managed, as relevant, in accordance with the ANZCA Policy on Bullying, Discrimination and Harassment for Fellows and trainees Acting on behalf of the College or
undertaking College functions (available at [www.anzca.edu.au/resources/corporate-policies](http://www.anzca.edu.au/resources/corporate-policies)), and staff policies (available by contacting the CEO at [ceo@anzca.edu.au](mailto:ceo@anzca.edu.au)).

**REPORTING**

Meetings will be minuted with the minutes being forwarded to the Board. Decisions made electronically will be recorded in the minutes of the next PAEC meeting.

The PAEC receives reports from the Research and Innovation Committee, Professional Standards Committee, Scientific Meetings Committee, National and Regional Committees and the Director of Professional Affairs.

**ADMINISTRATIVE SUPPORT**

Administrative support for the PAEC will be from the Faculty of Pain Medicine.

**FINANCIAL REPORTING AND PLANNING**

1. Each FPM committee and sub-committee will have ‘financial report’ as a standing agenda item and will receive regular financial reports from the relevant staff member.

2. The roles of the sub-committee include:
   a. to develop an annual activity plan and report
   b. to support FPM management in decision making, in order to ensure the best possible financial outcome.

3. The roles of the committee do not include the day-to-day financial management of the Faculty (which is the role of FPM Management).

**CHANGE CONTROL REGISTER**

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<tr>
<td>1</td>
<td>J Whittington</td>
<td>C Hayes, M Craigie, K Davis, M Vagg, H Morris</td>
<td>Approved by FPM Board September 2016</td>
<td>Creation</td>
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<td>J Whittington</td>
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**Date of next review**

2017