

Faculty of Pain Medicine Australian and New Zealand College of Anaesthetists

POLICY ON RECOGNITION OF CURRENT AND PAST FPM BOARD MEMBERS

1. PURPOSE

This policy outlines the recognition afforded to the current and past Faculty of Pain Medicine (FPM) Board members, including the current FPM Dean and past FPM Deans. The role of Board Members is a demanding one that requires a considerable time commitment. Board members assume responsibility for particular areas of the Faculty's activities following the new Board meeting in May.

The employment contracts of Directors of Professional Affairs who are past Board Members should be consulted in conjunction with this policy.

2. INTRODUCTION

Current and past Board members traditionally have been afforded support and recognition as a result of the contributions made by these Fellows to the FPM during their terms. The aim of this policy is to document the recognition to which they are entitled.

3. BODY OF POLICY

3.1 Current Board Members

The following support is offered to current Board members:

3.1.1 Travel

Board members travel on all FPM business under the *ANZCA Travel Policy of Fellows and Trainees*, (<http://www.anzca.edu.au/resources/corporate-policies/travel>), including the provisions regarding class of airline travel.

3.1.2 Qantas Club

FPM will reimburse Board members for membership of the Qantas Club for the duration of their terms on FPM Board. Board members wishing to be reimbursed for additional applicable airline lounge access should apply to the FPM General Manager.

3.1.3 Annual Scientific Meeting

Board members are reimbursed for one night's accommodation and an economy class return airfare in relation to the Board meetings associated with the ANZCA/FPM Annual Scientific Meeting (ASM). Other expenses of Board members in relation to the ANZCA/FPM ASM are not covered nor reimbursed by FPM.

3.1.4 Board Member's partners

Each Board member's partner may be invited to attend FPM board dinners at the expense of FPM. The travel expenses of board member's partners in relation to these events are not covered.

3.1.5 Directorship education and support

FPM may support the attendance of each Board member at the Australian Institute of Company Directors' Company Directors Course. Although only the FPM Dean is a director of the College, it is important that all board members understand the principles of corporate governance. Board members may also apply to the FPM General Manager for support for a company directors' course offered by a different provider, for short courses on company directorship and for books and other resources on company directorship, during their terms on FPM Board.

3.2 Past Board Members

The following support is offered to past Board members:

3.2.1 Travel

Past Board members travel on FPM business under the *ANZCA Travel Policy of Fellows and Trainees*, including the provisions regarding class of airline travel.

3.3 Current FPM Dean

The following support is offered during the Dean's term:

3.3.1 Travel

The Dean travels on all FPM business under the *ANZCA Travel Policy of Fellows and Trainees* except with respect to the class of airline travel where the Dean may travel in

business class. The Dean's return flight from the Annual Scientific meeting (ASM) at which he/she retires as Dean may be ticketed in business class, but the Dean's flight to the meeting at which he/she assumes the Deanship may not.

3.3.2 ANZCA/FPM Annual Scientific Meeting

The Dean is offered complimentary full registration to the ANZCA/FPM ASM. The Dean is responsible for fees incurred for attendance at optional elements of the scientific or social programs associated with the ASM. All travel expenses of the Dean during the ASM are covered or reimbursed from the ASM budget.

3.3.3 FPM Refresher Course Day

The Dean is offered complimentary full registration to the FPM Refresher Course Day including the Annual Dinner. All travel expenses additional to attendance at the ASM are covered or reimbursed by the FPM.

3.3.4 FPM Spring Meeting

The Dean is offered complimentary full registration to the FPM Spring Meeting including social events. All travel expenses of the Dean during this conference are covered or reimbursed by FPM.

3.3.5 Telephone and internet charges

The Dean will be reimbursed for any telephone or internet charges incurred in the performance of his/her duties as Dean.

3.3.6 Administrative support

Administrative support will be provided by the Faculty staff to assist the Dean with his/her duties. The Dean will note that the staff members report to their own manager(s) within the corporate structure of ANZCA and not to the Dean.

3.3.7 Dean's Office

The Dean will have exclusive use of the Dean's office in Ulimaroa during his/her term.

3.3.8 Dean's partner

The Dean's partner is offered complimentary full registration and travel expenses for the ANZCA/FPM ASM and FPM Refresher Course Day including the Annual Dinner. Attendance at ANZCA Council dinners will be in accordance with the *ANZCA Policy on Recognition of Current and Past Councillors*. Fees incurred for attendance at optional elements of the scientific and social programs by the Dean's partner will not be covered or reimbursed by FPM.

Support for registration and travel by the Dean's partner to all other events to which the Dean's partner has been explicitly invited requires the prior written approval of the FPM General Manager. The Dean is advised to seek this approval prior to accepting these invitations on behalf of his/her partner. ANZCA and FPM recognise the contribution of the Dean's partner to the College and Faculty, but ask the Dean to consider the financial burden to the College and Faculty when requesting such support.

Support for attendance by the Dean's partner at the FPM Board dinners may be covered by FPM.

The Dean's partner is ticketed in the same airline class of travel as the Dean.

3.4 Past FPM Deans

The following support is offered to past Deans, including those who serve as FPM Board Members following their retirement from the Deanship:

3.4.1 FPM annual subscription

Past Deans are offered a 100% discount on the FPM annual subscriptions for the duration of continuing membership of FPM. This discount is first offered for the annual subscription for the year following the Dean's retirement.

3.4.2 Travel

Past Deans travel on College business under the *ANZCA Travel Policy of Fellows and Trainees*, including the provisions regarding class of airline travel, unless specified otherwise in this policy.

3.4.3 ASM and Refresher Course Day registration fees

Past Deans are offered complimentary full registration to the ANZCA/FPM ASM and FPM Refresher Course Day and Annual Dinner. The travel expenses of past Deans in relation to these events are not covered.

3.4.4 College and FPM Ceremony

Past Deans are offered the opportunity to join the stage party at the annual College and FPM Ceremony, even if they do not attend the rest of the ASM. The travel expenses of past Deans in relation to the College Ceremony are not covered.

3.4.5 Past Dean's portrait

Past Deans are offered the opportunity to have a photographic portrait. The budget for each portrait will be determined as part of FPM's budget. The portrait remains the property of FPM and will be displayed at the discretion of the CEO, ANZCA. Travel expenses incurred by the past Dean or the photographer during the production of the photograph will not be reimbursed by FPM.

3.4.6 Partners of past Deans

The partners of past Deans are not covered nor reimbursed for travel expenses by FPM unless otherwise specified in this policy. When travel expenses are covered or reimbursed, the past Dean's partner may travel in the same airline class as the past Dean.

4. CONCERNS OR COMMENTS

If you have any concerns about the handling of support for Board members or past Board member's, please contact the ANZCA CEO on +61 3 95106299 or via ceo@anzca.edu.au.

5. CHANGES TO FPM POLICY

The Board may modify or amend this policy at any time. Formal notice of amendments will not ordinarily be given, but the latest version of the policy can be accessed on the Faculty website www.fpm.anzca.edu.au or by contacting the Faculty on +61 3 8517 5337

6. CHANGE CONTROL REGISTER

Version	Author	Approved by	Approval Date	Sections Modified
1	FPM GM	Board	2 May 2013	Created
2		Council	16 August 2013	Created
3	FPM GM	Board	4 September 2014	Policy retitled and minor revisions