

## Regulation 15

### 15 REGIONAL AND NATIONAL COMMITTEES OF THE FACULTY

#### 15.1 Purpose

Australian regional committees and the New Zealand National Committee (NZNC) of the Faculty of Pain Medicine (FPM) are elected bodies that act as a conduit between Fellows and trainees in the region or country and the FPM Board (the governance body of the Faculty) to which they report. The committees assist in implementing Faculty policy in their region or country, advise FPM Board on issues of interest to the Faculty and its Fellows and trainees in the region or country, represent the Faculty and promote the specialty, develop and maintain relationships with key regional or national stakeholders, and have a role in training, continuing medical education and other professional activities at a region or national level.

The FPM NZNC undertakes a leadership role on issues that relate specifically to New Zealand and reports to FPM Board on Faculty affairs in New Zealand. While FPM Board is the governance body for the entire Faculty in both countries, the sovereign status of New Zealand is acknowledged and the importance of providing locally grounded advice to government in each of the Faculty's countries is recognised.

#### 15.2 Roles

The roles of the FPM Australian regional committees and NZNC are specified in the relevant terms of reference.

The terms of reference also specify matters that are not the role of the FPM Australian regional committees or NZNC. As the College, is a legally incorporated educational and scientific body, matters related to remuneration for professional services and other industrial issues may not be negotiated by regional and national committees.

#### 15.3 Establishment of Regional/National Committees

15.3.1 Where a State or Territory of Australia or New Zealand has 5 or more Fellows, a Regional or National Committee may be formed.

15.3.2 Where there are less than 5 Fellows of the Faculty in a given Region, then Fellows may be represented by a Board member from that region. If there is no Board member, then a representative may be appointed by the Board. The absence of a formalised Regional/National Committee in a region does not preclude Fellows from holding meetings.

#### 15.4 Functioning of Regional/National Committees.

A Regional/National Committee shall:

- 15.4.1 Advise the Board of any matters that may concern the interests of the Faculty and carry out such other duties as may be delegated to them by the Board.
- 15.4.2 Conduct their affairs in accordance with the Constitution of ANZCA and the Regulations of the Faculty.
- 15.4.3 Submit to the Board for approval, any document affecting Faculty policy prior to promulgation.
- 15.4.4 As the College is a legally incorporated educational and scientific body, not negotiate on matters relating to remuneration for professional services.
- 15.4.5 Advise the Board on matters affecting training, accreditation and review of hospital unit training programs.
- 15.4.6 Nominate to the Board a Scientific Program Convenor for the Annual Scientific Meeting when it is to be held in their Region.
- 15.4.7 Inform the Board of any regional/New Zealand political negotiations and obtain its permission before making any specific commitment.
- 15.4.8 Meet at least three times a year with the use of teleconferencing if required.
- 15.4.9 Identify a quorum for Regional/National Committee meetings at the first meeting of the incoming Committee which will be either 3, or one third of the voting members, which ever is the greater
- 15.4.10 Hold a Regional /New Zealand Annual General Business Meeting which shall be conducted under the Faculty Regulations for Standing Orders at General Business Meetings.
- 15.4.11 Submit to the General Manager, by 31st March each year, an Annual Report on the proceedings of the Committee during the past 12 months.
- 15.4.12 Record the attendance of elected Members at Regional/National Committee Meetings in its Annual Report.
- 15.4.13 Forward Unconfirmed Minutes of all Regional/National Committee meetings to the General Manager within one month of the meeting and confirmed Minutes immediately after such confirmation.

## **15.5 Appointment of a Regional/National Committee**

- 15.5.1 Every two years, during February, nominations for membership of Regional/National Committees shall be sought from Fellows in each region.
- 15.5.2 If required, a postal ballot shall be held during the month of April.
- 15.5.3 The results of ballots shall be forwarded to the General Manager before the Faculty May Board Meeting, at which the Board will appoint those duly elected to the Committee for the next two years.

## **15.6 Nominations**

- 15.6.1 Nominations of candidates who desire to submit their names for a Regional/National Ballot, must be signed by two Fellows of the Faculty resident in that region or New Zealand. Prior consent of the candidate in writing must be obtained.
- 15.6.2 If the number of Fellows nominated for a ballot does not exceed the number of vacancies on a Regional/National Committee, the names of all nominees shall be forwarded to the Board in accordance with Regulation 15.5.3.

- 15.6.3 If the number of nominations exceeds the number of vacancies, balloting lists shall be prepared which contain in alphabetical order, the names of the nominees.
- 15.6.4 In the case of Fellows seeking re-election, a record of attendance at Regional/National Committee Meetings must accompany the ballot papers.

### **15.7 Ballot**

- 15.7.1 Voting must be for the same number of nominees as there are vacancies to be filled.
- 15.7.2 When a ballot has been held, the Chairman of the Regional/National Committee shall appoint two scrutineers, who are not presenting for election, to count the votes and notify the Chairman of the Committee of the result. Voting papers which do not comply with Regulation 5.1 will be invalid.
- 15.7.3 In the case of a tied vote, the Chairman of the Regional/National Committee shall exercise a casting vote, following the procedure laid down in Article 9 of the ANZCA Constitution.
- 15.7.4 The new Regional/National Committee will take office at its first meeting after the May meeting of the Faculty Board in the year of its election.

### **15.8 Appointments**

- 15.8.1 Members of Regional/National Committees shall be appointed for two years, but shall be eligible for re-appointment.
- 15.8.2 Except with the approval of the Board, no Fellow shall serve on a Regional/National Committee for longer than a total period of 12 years unless he or she is an ex-officio or co-opted member.
- 15.8.3 At its first meeting following the May meeting of the Faculty Board each year, Regional/National Committees shall co-opt to membership for that year a Fellow admitted to the Faculty within the preceding three years. Such a Fellow will be the New Fellow's representative to the Committee and shall have full voting rights.
- 15.8.4 Members of the Board resident in a Region/New Zealand shall be ex-officio Members of that Regional/National Committee and shall have full voting rights.
- 15.8.5 The Committee may co-opt a trainee representative. This representative shall attend meetings but will have no voting rights.
- 15.8.6 The Committee may co-opt one or more Fellows of the Faculty for a special purpose. Such co-opted Members may attend Regional/National Committee meetings at the discretion of the Chairman but will have no voting rights.
- 15.8.7 The Committee may co-opt one or more Fellows of the Faculty to ensure inter-disciplinary representation on the Committee. Such co-opted Members shall attend Regional/National Committee meetings but will have no voting rights.
- 15.8.8 Any vacancy occurring during the term of the Regional/National Committee may be filled at its discretion.

## 15.9 Committee Office Bearers

15.9.1 At its first meeting following the May meeting of the Faculty Board each Regional/National Committee shall elect from its elected Members:

- 15.9.1.1 a Chairman, whose term of office will not exceed three consecutive years. The Chairman shall remain in office, and exercise all of the powers and duties of the Chairman as set out in this Regulation, until a successor has been elected.
- 15.9.1.2 a Deputy Chairman, whose term of office shall not be limited except by Regulation 15.8.2.
- 15.9.1.3 an Honorary Secretary
- 15.9.1.4 an Honorary Treasurer

The Honorary Secretary and Honorary Treasurer may be the same person. Their term(s) of office shall not be limited, except by Regulation 15.8.2.

15.9.2 Office Bearers of each Regional/National Committee shall be elected by secret ballot. If no nominee for any position secures a majority on the first ballot, there shall be an exhaustive ballot in accordance with Article 9 of the Constitution. The chair may exercise both a deliberative and a casting vote.

## 15.10 Composition of the Committee

15.10.1 Number of members.

Unless determined otherwise by the Board, the elected Membership of Regional /National Committees shall be determined by the number of Fellows in a region on the day on which nominations close, according to the formula:

Fewer than 5 Fellows	Fellows may be represented by a Board member from that region
5 - 15 Fellows	3 Members
16 - 25 Fellows	4 Members
26 – 35 Fellows	5 Members
36 – 75 Fellows	6 Members
More than 75 Fellows	7 Members

## 15.11 Regional and National Offices

15.11.1 Administrative support for each regional or national committee will be from the relevant regional or national office.

## **Advisory Notes**

### Inter-disciplinary Representation.

It is desirable that the Regional/National Committee has an Inter-disciplinary Representation from the various parent colleges that form the Faculty. It is recognised that this will not always be possible.

### Rural Representation.

It is desirable that the Regional/National Committee has a member outside of the metropolitan area of that regions capital city. It is recognised that this will not always be possible.

### General Activities of the Regional/National Committee

#### Training in Pain Medicine

The Regional/National Committee, in accordance with the activities of the Board, should consider local strategies for the recruitment and training of Pain Medicine Trainees.

#### Regional/National Education

The Regional/National Committee should consider the needs of the Fellows in the region in terms of Continuing Medical Education. This could take the form of several meetings per year with a nominated speaker inviting all Fellows of the Region/New Zealand. These Regional/New Zealand meetings should not interfere with the Annual Scientific Meeting or the Spring Meeting of the FPM. The Board shall be notified of these meetings in advance.

#### Communication to local Fellows

The Regional/National Committee should provide regular communication with the Regional/New Zealand Fellows on matters of local interest. A copy of this communication shall be provided to the Board.

#### Local liaison with the Australian/New Zealand Pain Society

It is desirable that the Regional/National Committee maintains an open channel of communication with the local representative of the Australian/ New Zealand Pain Society to foster this relationship and to promote the multidisciplinary approach to pain management.