



Māori, Aboriginal and Torres Strait Islander Executive Committee Terms of Reference

Name	Māori, Aboriginal and Torres Strait Islander Executive Committee (MATEC)	
Type	Standing Committee <input checked="" type="checkbox"/>	Working Group <input type="checkbox"/>
	Advisory Committee <input type="checkbox"/>	Special Interest Group <input type="checkbox"/>
	Reference Group/Panel <input type="checkbox"/>	Conjoint Body <input type="checkbox"/>
Date	Ratified by the Board of Directors at the meeting on 12 August 2022.	
Review/cessation date	Review <input checked="" type="checkbox"/> Date: November 2023	Cessation <input type="checkbox"/> Date:
Aim	<p>The MATEC is a high-level bi-national committee reporting to the RANZCR Board of Directors with the goal of supporting the professions of clinical radiology and radiation oncology to deliver more equitable health outcomes for Aboriginal and Torres Strait Islanders and Māori people.</p> <p>This will be achieved by implementing a clear governance and accountability framework, underpinned by justice and fairness, with expert Indigenous voices at its core which will link across RANZCR governance structures. RANZCR wants to implement an integrated approach whereby all key committees and programs enact the College's Indigenous action strategy. RANZCR will work towards achieving Indigenous population parity in the clinical radiology and radiation oncology workforce.</p> <p>The MATEC will facilitate RANZCR members to provide culturally competent and safe practice and understand the importance of this in making an effective and long-term difference to Indigenous health outcomes; grow and support the Indigenous clinical radiology and radiation oncology workforce; and enable compliance with the Australian Medical Council's (AMC) and Medical Council of New Zealand's (MCNZ) accreditation standards.</p> <p>Four pillars of work across RANZCR will be:</p> <ol style="list-style-type: none">1. Education<ol style="list-style-type: none">a. Trainees (curriculum)b. Consultants (continuing professional development)2. Networking, collaboration and advocacy3. Selection of trainees4. Mentorship.	
Objectives	<p>The objectives below will be followed irrespective of any constraints, either real or perceived, imposed by external factors (e.g. government health funding arrangements, corporatisation of radiology practices, demographics):</p> <ol style="list-style-type: none">1. Provide Indigenous perspective, advice and information to the RANZCR Board of Directors, Faculty of Clinical Radiology and Faculty of Radiation Oncology on all matters as it relates to Aboriginal and Torres Strait Islanders and Māori people, their communities, their health and workforce support.	

2. Lead and help RANZCR to finalise a robust and culturally appropriate action strategy to meet the aims expressed above for Board approval.
3. Provide guidance in the development of governance processes and accountabilities to enact the action strategy.
4. Provide criteria to ascertain which College policies, positions or standards which have a critical impact on delivering equitable outcomes and helping to achieve parity for Indigenous peoples.
5. Review critical policies, positions and standards of RANZCR and provide direction on the appropriate response or action on Indigenous matters.
6. Where a knowledge or expertise gap exists, provide advice as to who or which organisation RANZCR should seek external advice from. Committee members should foster relationships with relevant external organisations.
7. Oversee the development of excellence in culturally competent and culturally safe practice in clinical radiology and radiation oncology.
8. Set and monitor appropriate timelines and milestones to ensure work of the MATEC is effective and progresses.
9. Focus on ensuring that the action strategy aligns with AMC and MCNZ expectations.
10. As specified below under 'Liaison and Links', liaise closely with other committees within RANZCR as appropriate on the objectives above to ensure matters related to Aboriginal, Torres Strait Islanders and Māori people are addressed appropriately throughout RANZCR.

Activities are subject to scope limitations as outlined below. **Any activities outside the scope must be referred to the Board of Directors for discussion and endorsement.**

The MATEC has the scope to:

1. Approve expenditure
 Yes up to [\$XXX] No
- Exceptions:
2. Generate additional projects, subject to Board approval.
 Yes No
3. Approve work that would significantly expand/alter objectives or scope of the MATEC.
 Yes No
4. Approve work that would require additional support from RANZCR staff (outside of the agreed work plan/existing projects).
 Yes No
5. Develop policies and guidelines, subject to Board approval.
 Yes No
6. Establish subcommittees or working groups subject to Board approval.
 Yes No

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	<p>7. Liaise and report to external bodies only through or by delegation from the Dean, Faculty of Clinical Radiology/ Dean, Faculty of Radiation Oncology or the RANZCR President.</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Reporting arrangements</p>	<p>Authority is delegated by the Board of Directors to fulfil the objectives as outlined in these Terms of Reference or as specifically requested by the President (on behalf of the RANZCR Board).</p> <p>Reports to the Board of Directors</p> <ul style="list-style-type: none"> • Provide input to the RANZCR annual report, as required. • At least twice annually, must provide a brief written summary report to the Board of Directors on arising issues, activities, risks and opportunities. • Approval of any policies, plans, statements, governance structures by the Board of Directors. <p>The MATEC must keep minutes of meetings and ensure that a copy is kept by RANZCR Secretariat.</p>
<p>Liaison and links</p>	<p>Key relationships must be built with the Faculty of Clinical Radiology Council, Faculty of Radiation Oncology Council, Clinical Radiology Education and Training Committee, Radiation Oncology Education and Training Committee, Clinical Radiology Professional Practice Committee and the Radiation Oncology Professional Practice Committee.</p> <p>To the bodies mentioned above, the MATEC will:</p> <ul style="list-style-type: none"> • Report on its activities at least twice per year • Provide verbal reports via ex-officio members as required • Respond to requests for advice. <p>Should there be any disagreement between the Faculty Councils or Education and Training Committees on a specific matter, the President, Dean and Chief censor should meet to try to resolve it. If that is not possible, the next step is to have the matter discussed by the Board.</p>
<p>Membership</p>	<p>Unless the RANZCR Board of Directors determines otherwise, the membership shall include a minimum of eight members. The maximum number of members required will be determined by the representation requirements of the Committee.</p> <p>Membership must include:</p> <ul style="list-style-type: none"> • Board Director, RANZCR (<i>ex officio</i>) • Office Bearer from each Faculty (<i>ex officio</i>) • Chief Executive Officer or delegate <p>Board appointed members (FRANZCR or external):</p> <ul style="list-style-type: none"> • No less than two members who are Aboriginal and/or Torres Strait Islander • No less than two members who are Māori

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	<p>In making these appointments, the Board is to prioritise individuals with expertise in medical education, consumer representation, cultural safety and governance.</p> <p>MATEC appointed members:</p> <ul style="list-style-type: none"> • up to two co-opted members <p>Specific consideration must be given as to whether the following are necessary for the effective functioning of the Committee:</p> <ul style="list-style-type: none"> • rural/regional representative(s) • clinical radiology and radiation oncology trainee(s) • RANZCR clinical radiology and radiation oncology member(s) who do not hold ex officio status.
Terms of membership	<p>Member term</p> <p>The term of office for each <i>ex officio</i> member shall be determined by their elected or employed title within RANZCR (e.g. President, CEO).</p> <p>Appointed members' term is three years with a maximum of three consecutive terms</p> <p>Chair</p> <p>The Chair will be appointed by the Board of Directors.</p>
Meetings	<p>Meeting frequency</p> <p>Two to three meetings per calendar year, at least one being face-to-face. Ad hoc meetings can be convened as necessary to provide urgent advice/response on matters relevant to the MATEC. Some out of session work will be involved.</p> <p>Quorum</p> <p>50% + 1 of the appointed and co-opted members. Ex-officio members are not counted in the quorum number requirement. However, if in attendance they can make up part of the quorum and have voting rights. For example, if the MATEC has four members and four ex-officio members; therefore, the quorum is three. If present, the ex-officio members can be counted as part of the three.</p> <p>Secretariat support</p> <p>The Committee will have administrative, research and analytical support provided by RANZCR through the Office of the CEO. In consultation with the Chair, the secretariat will prepare and distribute meeting papers, take and distribute minutes of meetings, and prepare and receive correspondence.</p> <p>Resolutions</p> <p>Must be passed with majority support. If voting is tied, then the Chair has the casting vote or the authority to raise the issue with the RANZCR Board of Directors for consideration and final decision.</p>
Election/ Nomination/ Recruitment of members process	<p>By appointment of the Board of Directors, with the exception of the co-opted positions which are appointed by MATEC.</p>

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<p>Responsibilities of Committee members</p>	<p>Conduct</p> <p>All committee members are required to:</p> <ol style="list-style-type: none"> 1. Attend meetings and actively participate in discussions at these meetings. 2. Read and consider agenda papers and minutes of meetings. 3. Act with care and diligence and in the best interests of RANZCR. 4. Keep abreast of key issues, including bi-national and international developments that may affect the work and areas of responsibility of the MATEC. 5. Dedicate time outside of meetings to undertake activities on behalf of the MATEC, such as drafting of documents, responding to emails, research, provision of advice and otherwise as required. 6. Assist in the development of relationships with RANZCR partners and internal and external stakeholders. <p>Conflict of Interest</p> <p>Members will be required to complete a statement of conflicts of interest and to declare any further potential conflicts of interest that may arise. These are to be recorded in the minutes/reports of the relevant meeting.</p> <p>Disputes</p> <p>Disputes that cannot be satisfactorily resolved within the committee will be referred to the RANZCR Board of Directors via the Chief Executive Officer.</p> <p>Meeting attendance</p> <p>All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting. If unable to attend meetings, members are encouraged to provide RANZCR secretariat with their comments on the meeting papers prior to the meeting.</p> <p>Confidentiality</p> <p>Committee members must keep matters relevant to individual members of RANZCR or specific cases of patient care confidential. The MATEC members are required to maintain confidentiality on matters of importance to RANZCR, and on matters that can affect the interests of RANZCR, and the professions of clinical radiology and radiation oncology.</p> <p>Agenda papers and minutes should be annotated with the appropriate level of confidentiality to assist members in application of confidentiality rules and in communication across bodies. If in doubt consult the Chair of the Body.</p> <p>Code of Ethics</p> <p>The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct RANZCR expects of its members. These apply to members of committees in their work for the committee and committee members must abide by the Code of Ethics.</p> <p>To download the RANZCR Code of Ethics please click here (or copy and paste http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics into your web browser).</p>
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Cost of Operation

This Committee shall have two to three meetings per year, at least one being face-to-face. Ad hoc meetings can be convened as necessary to provide urgent advice/response on matters relevant to the MATEC but any meetings in addition to the three will require approval from the RANZCR Board of Directors.

Any requests for expenditure/reimbursement must comply with RANZCR guidelines.

Responsibilities of the Chair

The Chair will provide oversight of the MATEC and will be responsible for ensuring that the MATEC fulfils its functions and acts on assigned tasks in a timely manner. The Chair will approve the agenda for each meeting and chair meetings. The Chair will be responsible for reviewing the draft minutes so that they can be sent to the MATEC for review and verification in a timely manner.

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