

THE FACULTY OF RADIATION ONCOLOGY

Royal Australian and New Zealand
College of Radiologists



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TERMS OF REFERENCE

Name	Faculty of Radiation Oncology Media & Profile Committee (MPC)	
Type	Standing Committee <input checked="" type="checkbox"/> Advisory Committee <input type="checkbox"/> Steering Committee <input type="checkbox"/>	Working Group <input type="checkbox"/> Forum <input type="checkbox"/> Workshop* - complete proposal
Date	Ratified by the Faculty of Radiation Oncology Council at the meeting on 29 June 2018 .	
Review/cessation date	Review <input checked="" type="checkbox"/> October 2019	Cessation <input type="checkbox"/> Date
Aim	To raise the profile of radiation oncology amongst consumers, other health care professionals and governments, in Australia, New Zealand and internationally, thereby increasing awareness of radiation therapy as a treatment option for cancer – in line with the RANZCR Strategic Plan	
Objectives	<ol style="list-style-type: none"> 1. To oversee all aspects of the 'Radiation Oncology: Targeting Cancer' campaign 2. To facilitate (as part of above or in addition to above) media opportunities, media releases and responses and partnerships/collaborations to raise the profile of the Faculty of Radiation Oncology, as well as the radiation oncology sector more broadly (in Australia, New Zealand and internationally) – in line with the College policy 3. To oversee and facilitate other opportunities to increase awareness of radiation therapy as a treatment option including collaboration with local, national and international organisations with common goals 4. To promote the role of the College as an educational/training resource about radiation therapy within the radiation oncology sector and with other relevant groups. 	
Scope	Activities are subject to scope limitations as outlined below. Any activities outside the scope must be referred to the Board/Council for discussion and endorsement. <ol style="list-style-type: none"> 1. Approval of expenditure Yes <input type="checkbox"/> up to INSERT AMOUNT No <input checked="" type="checkbox"/> 2. Approval of additional projects Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <p>Exceptions: Grants/donations/College funds received specifically for profile raising activities</p>	

	<p>Exceptions: <i>Projects described in grant applications – if funding successful</i></p> <p>3. Approval of work that would significantly expand /alter objectives or scope of the committee/group Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>4. Approval of work that would require additional support from RANZCR staff Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Exceptions: <i>Must be negotiated in advance with CEO or relevant member of the Senior Management team regarding resource availability, achievable timelines and prioritisation</i></p> <p>5. Ratification of policies and guidelines Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Exceptions: <i>NONE</i></p> <p>6. Establishment of sub-committees or working groups Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Exceptions: <i>With permission of FRO Council</i></p> <p>External representation of the Faculty (media, forums, other) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Exceptions: <i>If specifically delegated by the Dean</i></p>
<p>Reporting arrangements</p>	<p>Authority is delegated by the Board/Council to fulfill objectives as outlined in these Terms of Reference.</p> <p>1. Reports to the Faculty of Radiation Oncology Council</p> <ul style="list-style-type: none"> • Must keep Minutes of meetings and ensure that a copy is provided to the RANZCR Faculty Secretariat; • Must provide a brief written summary report (max 1.5 pages) for each Faculty Council meeting on arising issues, activities, risks and opportunities; • At the beginning of each calendar year, must provide an update to the Dean suggesting key priorities for the coming year. This must be discussed and ratified by the first Faculty of Radiation Oncology Council meeting each year. <p>2. Sub-Committees/Groups reporting to the Committee:</p> <ul style="list-style-type: none"> • Targeting Cancer Working and Advisory Group

<i>Liaison and links</i>	<ul style="list-style-type: none"> • The Dean of the Faculty of Radiation Oncology (FRO) • The Senior Executive Officer, Executive Officer (FRO), Manager, Advocacy and Media, Senior Project Officer (FRO), and Media Officer • The Targeting Cancer Working and Advisory Group • Communications agencies • Media consultants • Supporters and potential sponsors of 'Targeting Cancer' and/or other initiatives to raise the profile of radiation oncology • Standing Committees, Special Interest Groups and Working Groups of the Faculty of Radiation Oncology – to seek their support and/or to update them on the MPC's progress • Key media contacts in the Faculty – i.e. members who are willing to act as media spokespeople on certain topics • Radiation oncology consumers and other health consumer groups • RANZCR Member Engagement Services • Other RANZCR staff and members as required • Members and staff of the The Australian Society of Medical Imaging and Radiation Therapy (ASMIRT) • Members and staff of the New Zealand Institute of Medical Radiation Technology (NZIMRT) • Members and staff of the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) • The Radiation Oncology Tripartite Committee – to seek its support and/or to update the Tripartite members on the MPC's progress • Members and staff of the Faculty of Clinical Radiology • Other health care professionals and professional organisations • Other stakeholders who can assist in raising awareness of radiation oncology in Australia and New Zealand (e.g. TROG, COSA, Cancer Council, PCFA, other medical colleges, Australian Indigenous Doctors' Association, etc.) • International organisations who can assist in raising the profile of radiation therapy worldwide (e.g. ASTRO, ASTRO, CARO, RCR, etc.) • High profile individuals (e.g. celebrities / prominent international speakers or researchers) who are able to help raise the profile of the radiation oncology sector • Industry representatives in the radiation oncology sector.
<i>Membership</i>	<ul style="list-style-type: none"> • Faculty Dean (ex-officio, voting) • One (1) Faculty Council member, appointed as Chair • Three (3) Fellows of the Faculty of Radiation Oncology (preferably including a junior Fellow) • Up to two (2) New Zealand representatives (not included in the three (3) Fellows mentioned above) • Chair of the Targeting Cancer Working and Advisory Group (TCWAG; ex officio, voting) • At least one Trainee representative, preferably from the Radiation Oncology Trainees Committee (ROTC), if ROTC chooses to nominate a representative to the Committee • No more than two co-opted members are eligible to be co-opted

Terms of membership	<p>Member term</p> <p>3 years, maximum 2 consecutive terms, but eligible to stand for re-election for the same Committee, after a break of at least 3 years</p> <p>Chair</p> <p>Chair to be appointed by and from the Faculty of Radiation Oncology Council. The Chair appointed by Council may serve more than the maximum 2 x 3 year terms on the Committee, provided s/he is not the Chair of the Committee for more than seven (7) years.</p> <p>Casual vacancies</p> <p>If the office of a committee member becomes vacant during the member's term of office, the committee may appoint a Fellow to fill the vacancy. The term of that committee member shall be deemed to expire on the 31 December in the year in which the vacancy is filled. The committee member shall be deemed not to have served a term as Committee Member for the purposes of calculating member terms.</p>
Meetings	<p>Meeting frequency</p> <p>Minimum of 4 meetings per annum (including 1 face-to-face meeting and 3 teleconferences).</p> <p>Administrative support</p> <p>Committee members with support from College Secretariat (Faculty of Radiation Oncology)</p> <p>Resolutions</p> <p>Must be passed with majority support. If voting is tied, then the Chair has the deciding vote.</p>
Quorum	<p>More than half of the Committee members (including the chair)</p>
Election / Nomination/ Recruitment of members process	<p>Member Recruitment</p> <ol style="list-style-type: none"> 1. Chair to be appointed by and from the Faculty of Radiation Oncology Council (as described in 'Terms of Membership' above) 2. Expressions of Interest in committee membership will be called from members of the Faculty of Radiation Oncology 3. Where possible, Junior Fellows of the Faculty should also be included in Committee membership as part of regular succession planning <p>Expressions of Interest (Eoi) and appointment process</p> <p>Every year before the last committee meeting, nominations will be sought for committee vacancies to be filled in the next year.</p> <p>Nominees to submit to the Secretariat their Curriculum Vitae and an application (approximately 100 words) outlining their interest and fit for committee membership</p> <p>All eligible Fellows will be informed of the process, including:</p> <ul style="list-style-type: none"> • Date that Expressions of Interest close • Date of the committee meeting at which nominations will be considered • Date of the 1st Faculty Council meeting in the new year at which nominees recommended by the committee will be endorsed

	Nominations will be considered by the committee and a recommendation for appointment to be passed to the Faculty of Radiation Oncology Council.
Responsibilities of committee members	<p>Conflict of Interest Any recognised or potential conflict of interest is to be declared and recorded in the minutes / reports of the committee.</p> <p>Disputes Disputes that cannot be satisfactorily resolved within the Committee will be referred to the Faculty of Radiation Oncology Dean. Disputes that cannot be resolved in this manner will be referred to the RANZCR President via the Chief Executive Officer.</p> <p>Meeting attendance All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting. Members must make every attempt to attend at least 75% of the Committee meetings (including teleconferences) each year, and are expected to actively participate in Committee-related tasks in-between meetings. Members who fail to meet the attendance and contribution requirements may have their membership terminated at the discretion of the Chair of the Committee.</p> <p>Confidentiality Committee members must keep matters relevant to individual Fellows or specific cases of patient care confidential. Committee members are required to maintain confidentiality on matters of importance to the Faculty of Radiation Oncology and the Royal Australian and New Zealand College of Radiologists, and on matters that can affect the interests of the Faculty, RANZCR and the specialty of Radiation Oncology.</p> <p>Conduct Members of committees are required to:</p> <ol style="list-style-type: none"> 1. Attend committee meetings and actively participate in discussions at these meetings. 2. Read 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 & international developments that may impact on the work and areas of responsibility of the committee. 5. Dedicate time outside of committee meetings to undertake activities on behalf of the committee, such as drafting of documents, research, provision of advice and other as required. 6. Assist in the development of relationships with partners and stakeholders