

Raising Standards – Protecting Patients

TERMS OF REFERENCE



Name	The Council and Executive	
Type	Governance	
Date	August 2025	
Review/ cessation date	Review <input checked="" type="checkbox"/> 6 September 2025	Cessation <input type="checkbox"/>
Overview	<p>The Council is made up of up to six (6) elected Council members (councillors), five (5) Executive Members (President, Vice President, Treasurer, Secretary, Censor in Chief), and up to four (4) appointed non-Fellow members:</p> <ul style="list-style-type: none"> • 1 x Education Expert • 1 x Finance/Governance Expert • 1 x Consumer Representative • 1 x Aboriginal and/or Torres Strait Islander Member <p>The Executive team attend both Executive committee meetings and Council meetings.</p> <p>Collectively, these members for the governing Council of up to 15 members.</p>	
Purpose	<p>To govern the Australasian College of Cosmetic Surgery and Medicine (ACCSM) by:</p> <ul style="list-style-type: none"> - Providing strategic leadership and governance. - Ensuring standards of education and training. - Safeguarding patient-centred and culturally safe outcomes. - Promoting public safety, transparency, and accountability. 	
Objectives	<p>The Council, as the governing body established under the Constitution, is responsible for:</p> <ol style="list-style-type: none"> 1. Defining the mission, vision, and strategic priorities of the College. 2. Advancing the profession of cosmetic surgery and medicine through stakeholder engagement. 3. Appointing Executive members. 4. Overseeing financial and risk governance. 	

	<ol style="list-style-type: none"> 5. Promoting public understanding and community awareness of cosmetic surgery and medicine. 6. Ensuring compliance with AMC standards and accreditation requirements. 7. Championing diversity, cultural safety, and consumer engagement. 8. Supporting and expanding the College's fellowship and trainee networks. 9. Convening Annual and Special General Meetings. 10. Overseeing the annual conference and other educational opportunities. 11. Conducting appeals on membership or CPD decisions. 12. Determining disciplinary actions, including suspension or expulsion of members. 13. Setting fees for membership and training programs. 14. Reviewing matters referred by the Board of Censors relating to CPD, accreditation, conflicts of interest, policies, and governance. 15. Advocating with government and regulators for safe, effective delivery of cosmetic surgery and medicine services.
Scope	<p>Activities are subject to scope limitations as outlined below.</p> <ol style="list-style-type: none"> 1. Approval of College expenditure (subject to any resolution passed by the association in the general meeting). 2. Approval of projects relevant to the objectives of the Board of Censors 3. May exercise college's power to borrow. 4. May exercise power to give security. 5. Delegate powers to any other committee deemed appropriate.
Reporting arrangements	<p>The Council reports to the college membership at the Annual General Meeting</p>
Liaison and links	<ol style="list-style-type: none"> 1. ACCSM Board of Censors. 2. Subspecialty groups of surgery. 3. Other college committees. 4. Medical specialty and medical training organisations. 5. Government agencies (Medicare, state, and federal).
Membership	<p>The Council shall be comprised of up to fifteen (15) members, including: Fellows (Majority): Elected Fellows of the ACCSM.</p>

	<p>Appointed Members (Non-Fellows up to 4):</p> <ul style="list-style-type: none"> • Education Expert • Finance/Governance Expert • Consumer Representative • Aboriginal and/or Torres Strait Islander Member <p>Trainee Observer: Non-voting participant, nominated by the Trainee Committee.</p> <p>The Council may co-opt advisors (non-voting)</p>
Terms of membership	<p>Member Terms</p> <p>Council Members: Two-year terms, maximum three consecutive terms (eligible for re-election after a break).</p> <p>Executive Members:</p> <ul style="list-style-type: none"> • <i>President:</i> Up to two years, with possible one-year extension by unanimous Council vote in exceptional circumstances. • <i>Vice President:</i> Typically President-elect; automatically continues as President for two years upon confirmation by Council. • <i>Other Executives:</i> Up to one two-year term, unless extended by Council agreement. <p>Appointed Members: Two-year terms, renewable once (with exception for Aboriginal/Torres Strait Islander Member with community endorsement).</p> <p>Chairperson</p> <p>The President chairs all Council meetings. If absent/unavailable, the Vice President acts as chair. If both absent, members present elect a chairperson.</p>
Meetings	<p>Meeting frequency</p> <ol style="list-style-type: none"> 1. The Council must meet at least four times a year. 2. The Executive will meet as they deem required separately from the Council. The quorum for Executive meetings should be no less than 2 members. 3. Members who are absent from scheduled meetings for a six-month period without the consent of the Council may be removed. 4. Twenty-one days' notice of every Council meeting will be given to each Council Member, except in the case of an urgent matter when

	<p>the Executive Committee may authorise a meeting of the Council on a minimum of seven days' notice.</p> <p>5. Notice of a meeting of Council Members may be given in writing or by radio, telephone, closed-circuit television or other electronic means or audio or audio-visual communications.</p> <p>Notice of a meeting shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Council members present at the meeting unanimously agree to treat as urgent business.</p> <p>Administrative support</p> <p>Administrative support is provided by the ACCSM General Manager.</p> <p>Resolutions and Voting</p> <ul style="list-style-type: none"> • Voting permitted in person, electronically, or by proxy. • Proxy votes must be lodged 24 hours prior to meeting. • Each member has one vote (plus any proxies held). • Only financial members may vote. • Majority decision rules apply.
Quorum	<p>The Council may determine the quorum necessary for the transaction of business, but should be no less than half of its members present in person or by proxy is required (that is generally 8 members).</p> <p>The majority of members present must be Fellows.</p> <p>Non-Fellows hold full voting rights unless otherwise specified by constitution.</p>
Election of Members	<p>Executive Members</p> <p>The members of the Executive are elected at a meeting of the Council. Refer to the Position Descriptions of each executive member for details of the election process.</p> <p>Council Members</p> <p>Council Members are elected by a postal ballot of the Members eligible to vote to be held each year on or about the anniversary of the previous election of Council members.</p> <p>Refer to the constitution for details of the election procedure for council members.</p>

<p><i>Responsibilities of Council Members</i></p>	<p>Conflict of Interest</p> <p>Any recognised or potential conflict of interest is to be declared and recorded in the minutes of the meeting.</p> <p>Disputes</p> <p>Disputes that cannot be satisfactorily resolved within the Council must follow the procedures as outlined in the Constitution.</p> <p>Meeting Attendance</p> <p>All members are to confirm their attendance to the administrator or send their apologies as early as possible following notification of the scheduling of the meeting.</p> <p>Confidentiality</p> <p>Members must keep matters relevant to individual members or specific cases of patient care confidential. Council members are required to maintain confidentiality on matters of importance to Council and the relevant specialty in line with the ACCSM Confidentiality Policy.</p> <p>Conduct</p> <p>Members of the Council are required to:</p> <ol style="list-style-type: none"> 1. Attend and actively participate in meetings. 2. Read agenda papers and minutes of meetings. 3. Act with care and diligence and in the best interests of the college. 4. Stay informed on national & international issues relevant to the college. 5. Dedicate time outside of Council meetings to undertake activities on behalf of the council, such as drafting of policies/guidelines/reports/communications, research, provision of advice and others as required. 6. Assist in the development of relationships with stakeholders. 7. Assist in the training and mentoring of all new Council members.
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