



## TERMS OF REFERENCE GENERAL PRACTICE GROUP

### Definition

The General Practice (**GPG**) is formed in accordance with the AMA (WA) Constitution as General Practice.

### Objectives

The objectives of the General Practice Group (**GPG**) is as follows:

- (a) Develop new, and revise existing, policy or positions statements and make recommendations to AMA (WA) Council:
  - i. to advocate and represent the views of the WA General Practice members (including GP trainees).
  - ii. on appropriate GP reforms.
  - iii. to facilitate increased cohesion between the GP political organisations to ensure that they make tangible progress towards the GP being properly recognised remunerated and integrated into the Australian health care system.
- (b) Consider matters referred by the AMA (WA) Council.
- (c) From its membership, represent the AMA (WA) on external committees.
- (d) Engage directly and disseminate information to General Practitioners in WA in an efficient and timely manner.
- (e) Ensure consultation and communication between General Practitioners and the AMA (WA) Management

### Membership

- (a) The GPG membership composition should reflect the AMA (WA) membership and GP profession more broadly, with a view to increasing inclusivity, diversity and the breadth of representation.
- (b) The membership target is 40 per cent female, 40 per cent male and 20 per cent flexible.
- (c) Members must be financial members of the AMA (WA).
- (d) Members will be sought from those who engage in General Practice, acknowledging the concentration and the geographic spread of the state of WA
- (e) The Committee shall consist of one Chair and at least one Vice-Chair(s). The Chair and Vice-Chair(s) shall be elected by the Committee. The terms are 2 years and re-nomination is allowed with a maximum of four consecutive years. Terms should normally expire in December.



- (f) Appointment of the Practice Group Chair and Vice-Chair(s) must be endorsed by the AMA (WA) Board chair and ratified by the Board.
- (g) In the event of early resignation, nominations for a replacement will be called for immediately and voted on at the next scheduled meeting.

### **Process and Procedures**

The processes and procedures of the Committee are as follows:

- (a) All meetings will be chaired by the Chairperson or the Vice Chairperson(s).
- (b) A meeting quorum will be 3 members of the GP Group.
- (c) A member of the GP Group may be represented by a proxy at the monthly meeting. The Chairperson and the AMA (WA) must be advised at least 4 hours prior to the meeting.
- (d) Where practicable, decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the decision will be made by majority vote with the GP Group Chairperson having a casting vote, where necessary.
- (e) Meeting agendas and minutes will be provided by the AMA (WA). This includes preparing agendas and supporting papers and preparing meeting notes and information.
- (f) Meetings will be held bi-monthly, with a minimum of six meetings per year, at the AMA (WA) offices or via electronic means where applicable.