

GENERAL TERMS OF REFERENCE FOR AAAPC SUBCOMMITTEES

PURPOSE

The Australasian Association for Academic Primary Care (AAAPC) endorsed a Strategic Plan at the 2020-2022 Annual General Meeting. The plan outlined the AAAPC's Mission, Vision, Values and Goals.

The goals in the 2020-2022 Strategic Plan are:

1. To become a visible, effective and sustainable organisation that is responsive to a broad primary care membership.
2. To increase linkages with organisations involved in primary care including community groups.
3. To provide effective advocacy for primary care and primary care research and training.
4. To promote and nurture research and scholarly activity in primary care.
5. To promote excellence in primary care education.
6. To train and mentor the academic primary care workforce.
7. To champion a vision of primary care-oriented health care underpinned by evidence and education.

The Executives of the AAAPC have now established five Subcommittees to help deliver on the goals of the AAAPC 2020-2022 Strategic Plan.

The Subcommittees are:

1. Membership and Marketing
2. Primary Care Research, Policy and Advocacy
3. Early Career Researcher and Capacity Development
4. Conference
5. Primary Care Education

The specific goals, objectives and action areas for each of the Subcommittees are outlined in separate terms for each group (overleaf). The following are guidelines applicable to all Subcommittees.

SUBCOMMITTEE GUIDELINES

Membership

- Each subcommittee will be chaired by an AAAPC member who will be part of the AAAPC Executive Committee. Each Chair will be elected at the AGM and serve for a term of two years in accordance with the AAAPC Constitution.
- Any member of AAAPC can be appointed as a member of any Subcommittee by the Chair of that Subcommittee. There shall be no fixed term of Subcommittee membership in accordance with the AAAPC Constitution.

- Each working party will ideally include members from;
 - a variety of primary health care professional disciplines,
 - both Australia and NZ,
 - rural and urban backgrounds,
 - all genders, and
 - a range of academic seniority.
- Membership will not exceed 10 members and will usually be between 4-6 to ensure small, adaptive and productive teams that can work from geographically dispersed locations.
- Subcommittee Chairs are able to elect a Deputy Chair from within the Subcommittee, if desired.

Meetings

- It is anticipated that each Subcommittee will convene its members and meet at least 4 times per year.
- The frequency of the meetings is to be at the discretion of the Subcommittee Chair and members according to what is required to conduct the business outlined and depending on the capacity of its members.
- Business will be conducted via teleconference and by email.

Budget allocation

- There is no budget allocated to the Subcommittees.
- Any work plans that require budget expenditure will need to be submitted to the Executive Committee with a written and costed proposal for formal approval.

Reporting to the Executive Committee and the Annual General Meetings

- The Subcommittee Chairs will submit a brief written report and verbally discuss items of importance every two months to the general meetings of the AAAPC Executive.
 - As the Executive Committee meets monthly, two subcommittees will report at one meeting cycle and the other three at the next meeting cycle. The Executive Committee Secretary will coordinate these reports.
 - Subcommittee Chairs may liaise with the Executive Committee Secretary to table any discussion items on the Executive Committee meeting agenda at any time. Discussions of important items are not restricted to reporting cycles.
- A brief written report will be provided to the Annual General Meeting outlining work undertaken and progress towards the strategic goals.

MEMBERSHIP AND MARKETING SUBCOMMITTEE

PURPOSE

The Subcommittee is established by, and reports to, the AAAPC Executive and the General TOR for Subcommittees of the AAAPC Executive apply.

The Membership and Marketing Subcommittee seeks to support the AAAPC to deliver on strategic goals 1, 2, 4, 5 and 6 of the AAAPC Strategic Plan 2020-2022 namely:

To become a visible, effective and sustainable organisation that is responsive to a broad primary care membership

To increase linkages with organisations involved in primary care including community groups

To promote and nurture research and scholarly activity in primary care

To promote excellence in primary care education

To train and mentor the academic primary care workforce

The Strategic Plan articulates the major objectives and action items for the Membership and Marketing Subcommittee to commence work on in order to meet these goals:

1. To become a visible, effective and sustainable organisation that is responsive to a broad primary care membership
 - a. Keep and maintain a robust marketing strategy
 - i. Review and further disseminate the promotional flyer that summarises AAAPC's vision and membership benefits to target organisations that are likely to host potential new members (see Goal 2).
 - ii. Maintain a high-quality website which is updated with relevant content regularly.
 - iii. Continue AAAPC's visibility through Twitter and other appropriate social media streams.
 - b. Continually grow benefits for members of the organisation
 - i. Investigate possible AAAPC discounts for attendance at international primary care research conferences (please also see 2).
 - ii. Encourage AAAPC attendance at international primary care research conferences.
 - iii. Provide assistance to members of AAAPC to undertake academic activities within Australasia and abroad.
 - iv. Provide webinars featuring speakers of interest to the membership.
 - v. Provide access to 'What is academic primary care?' marketing campaign materials for organisational members.
 - c. Increase multidisciplinary and student membership from academic and non-academic backgrounds

- i. Generate and promote a marketing strategy to encourage primary health care University Departments to subsidise discounted memberships for their higher degree research students.
 - ii. Generate and promote a marketing strategy for increasing visibility and value of the organisation to members from multidisciplinary, academic and non-academic backgrounds.
 - iii. Be an organisation that multidisciplinary members are enthusiastic about promoting to their colleagues.
- 2. To promote and foster organisational linkages
 - a. Formalise organisational links between AAAPC and key research, primary care, primary care research and funding organisations in Australia and New Zealand
 - i. Seek to coordinate with relevant Australian and New Zealand organisations for which reciprocal membership could be of mutual benefit.
 - ii. Build collaborative activities with relevant Australian and New Zealand organisations.
- 3. To promote and nurture research scholarship to strengthen primary care
 - a. Conduct an Annual Research Conference
 - i. Promote Conference to higher degree students across disciplines of primary care and registrars.
 - ii. Improve the diversity of people who attend the conference, in particular First Nations people.
 - b. Improve engagement with members about research opportunities
 - i. Disseminate information regarding primary health care research and networking opportunities.
- 4. To promote excellence in primary care education
 - a. Increase relevance of AAAPC to members with a focus on education or education research
 - i. Improve visibility and support of educational scholarship within AAAPC events and communications.
- 5. To promote training and mentoring of the future academic primary care workforce and clinician researchers
 - a. Welcome new members
 - i. Regularly update membership pack for new members.

PRIMARY CARE RESEARCH, POLICY AND ADVOCACY SUBCOMMITTEE

PURPOSE

The Subcommittee is established by, and reports to, the AAAPC Executive and the General TOR for Subcommittees of the AAAPC Executive apply.

The Primary Care Research, Policy and Advocacy Subcommittee seeks to support the AAAPC to deliver on strategic goal 3 of the AAAPC Strategic Plan 2020-2022, namely:

To provide effective advocacy for primary care and primary care research and training

The Strategic Plan articulates the following major objectives and action items for the Primary Care Research, Policy and Advocacy Subcommittee to commence work on in order to meet this goal:

1. Formalise organisational links between AAAPC and key research, primary care, primary care research and funding organisations in Australia and New Zealand
 - a. Seek to coordinate with relevant Australian and New Zealand organisations for which reciprocal membership could be of mutual benefit
 - b. Build collaborative activities with relevant Australian and New Zealand organisations
 - i. *Note: Australian organisations identified include Australian Clinical Trials Alliance, Australian Primary health care Nurses Association, Australian Medical Council.*
 - ii. *Consider allied health primary care.*
2. Meet new advocacy challenges and opportunities
 - a. Construct a core AAAPC position statement(s) based on our values to underpin all advocacy activities
 - b. Develop a set of recommendations to bolster AAAPC's advocacy learning from existing strategies used by the North American Primary Care Research Group (US) and the Society for Academic Primary Care (UK)
 - c. Develop options to promote opportunities for our members to improve visibility and engagement with policy makers
3. Promote the characteristics and principles of primary care research to leading health research funding bodies in Australia and New Zealand
 - a. Develop an AAAPC Policy Brief to outline the value of primary care research for health funding bodies and colleagues

EARLY CAREER RESEARCHER AND CAPACITY DEVELOPMENT SUBCOMMITTEE

PURPOSE

The Subcommittee is established by, and reports to, the AAAPC Executive and the General TOR for Subcommittees of the AAAPC Executive apply.

The Early Career Researcher (ECR) and Capacity Development subcommittee seeks to support the AAAPC in the delivery of its strategic goals 1, 2 and 6 of the AAAPC Strategic Plan 2020-2022, namely:

To become a visible, effective and sustainable organisation that is responsive to a broad primary care membership.

To increase linkages with organisations involved in primary care including community groups.

To train and mentor the academic primary care workforce.

The Subcommittee aims to achieve these goals while supporting primary care ECRs and students to explore academic opportunities, expand networks, and build research-related skills.

The Strategic Plan articulates the following major objectives and action items for the Early Career Researcher and Capacity Development Subcommittee to commence work on in order to meet these goals:

1. To become a visible, effective and sustainable organisation that is responsive to a broad primary care membership
 - a. Work with other AAAPC Subcommittees to organise and promote webinars featuring speakers of interest to the membership
 - b. Increase multidisciplinary ECR and student memberships from academic and non-academic backgrounds in Australia and New Zealand
 - c. Work with other AAAPC Subcommittees to generate and promote a strategy to encourage primary health care University Departments to subsidise discounted memberships for their higher degree research students
2. To promote and foster organisational linkages
 - a. Work with other AAAPC Subcommittees to build collaborative activities with relevant Australian and New Zealand organisations
3. To train and mentor the academic primary care workforce
 - a. Recruit members to participate in a peer-mentorship program
 - b. Run and grow Friends Advancing Careers through E-based Support (FACES) as a program for peer-mentoring, advice, and collegial discussions

CONFERENCE SUBCOMMITTEE

PURPOSE

The Subcommittee is established by, and reports to, the AAAPC Executive and the General TOR for Subcommittees of the AAAPC Executive apply.

The Conference Subcommittee seeks to support the AAAPC to deliver on strategic goals 2 and 4 of the AAAPC Strategic Plan 2020-2022, namely:

Increase linkages with other organisations with an involvement in primary care

Promote and nurture research and scholarship to strengthen primary care

The Strategic Plan articulates the following initial objectives and action items for the Conference Subcommittee to commence work on in order to meet these goals:

1. Conduct an Annual Research Conference
 - a. Run and grow the Conference
 - b. Encourage members to attend the Conference
 - c. Encourage Conference delegates to achieve research excellence
 - d. Promote the Conference to higher degree students across disciplines of primary care and registrars
 - e. Improve the diversity of people who attend the Conference, in particular First Nations people
 - f. Invite representatives of at least 2 organisations to present at the Conference on topics of interest to AAAPC members

PRIMARY CARE EDUCATION SUBCOMMITTEE

PURPOSE

The Subcommittee is established by, and reports to, the AAAPC Executive and the General TOR for Subcommittees of the AAAPC Executive apply.

The Primary Care Education Subcommittee seeks to support the AAAPC to deliver on strategic goal 5 and 7 of the AAAPC Strategic Plan 2020-2022, namely:

To promote excellence in primary care education

To champion a vision of primary care-oriented health care underpinned by evidence and education

The Strategic Plan articulates the following major objectives and action items for the Primary Care Education Subcommittee to commence work on in order to meet these goals:

1. Support primary care education and education research for members
 - a. Conduct/co-sponsor at least one education-focused event per year
 - b. Celebrate education and education research achievements of members
 - c. Celebrate excellence in primary care education through the Neil Carson Award
2. Increase links between key primary care education organisations and AAAPC
 - a. Explore opportunities for new/strengthened partnerships between key primary care education organisations and AAAPC within Australia and New Zealand
3. Promote primary care education and education research
 - a. Develop a policy brief to outline the value of primary care education and education research