



## IMSANZ Early Careers Group

### Terms of Reference

30 April 2025

#### 1 Introduction

The Internal Medicine Society of Australia and New Zealand (IMSANZ) is dedicated to advancing the practice of internal medicine and promoting the professional development of its members through education, research, and advocacy.

Recognizing the unique challenges and opportunities faced by early career physicians, IMSANZ establishes the Early Careers Group (ECG) to support the professional growth and engagement of internal medicine practitioners in the early stages of their careers.

#### 2 Purpose

The purpose of the ECG is to address the specific needs, interests, and aspirations of early career internal medicine professionals within IMSANZ. The ECG aims to provide a platform for networking, professional development, mentorship, and advocacy to enhance the transition from training to independent practice and to foster a vibrant community of emerging leaders in internal medicine.

#### 3 Scope

The ECG's activities will include, but not be limited to:

- Organizing educational and professional development events tailored to early career physicians.
- Developing and collating resources to assist early career physicians transition to consultants.
- Facilitating mentorship and networking opportunities with experienced consultants.
- Advocating for policies and initiatives that address the challenges faced by early career physicians.
- Promoting research and collaboration opportunities relevant to early career professionals.
- Providing feedback and recommendations to the IMSANZ Board and council on issues affecting early career members.

#### 4 Membership

- Membership is open to IMSANZ members who are in their final year of Advanced Training, and those within seven years of completing their general medicine training or who identify as being in the early stages of their career.
- The group will be led by a Chair, initially appointed by the IMSANZ Council for a two-year term, and once the group has been well established, the ECG members will elect a Chair for a two-year term subject to ratification by the IMSANZ Board. The Chair may be re-elected for one additional term.
- Additional committee members will be sought to reflect the diversity of our members
- The total number of steering committee members is at present not capped.

#### 5 Roles and Responsibilities

- Chair: Leads the ECG, sets the agenda for meetings, represents the ECG in IMSANZ council meetings, and oversees the execution of the group's activities.
- Members: Participate actively in meetings, contribute to the group's initiatives, and promote the ECG's objectives within the wider IMSANZ community.

## 6 Meetings

- The ECG will meet a minimum of 2 meetings per calendar year, or as deemed necessary by the Chair. Meetings may be held in person, virtually, or in a hybrid format.
- Special meetings may be called to address specific issues or opportunities.
- A quorum for meetings shall consist of at least 50% of the ECG members.

## 7 Reporting

- The ECG will report directly to the IMSANZ Board.
- An ECG report will be presented at each IMSANZ Council meeting, providing updates on its activities, achievements, and any recommendations for the society's consideration.

## 8 Amendments

- These Terms of Reference may be amended at any time with the approval of the IMSANZ Board, based on recommendations from the ECG or as a result of changes in the society's strategic direction.

## 9 Approval and Review

- These Terms of Reference are effective as of [Effective Date] upon approval by the IMSANZ Board.
- The Terms of Reference will be reviewed at the start of each two-year term, or as necessary to ensure they remain relevant and effective in meeting the needs of early career members.

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Adoption Date: 30 April 2025

Next Review Date: 30 April 2026

Approved by: IMSANZ Board

Revision Number	Revision Date	Revision Notes	Owner
Approved	30 April 2025	Approved by the Board 30 April 2025	Leigh-anne Shannon, CEO