



ATTENDANCE Policy and Procedure: Board, Council and Committees

Purpose and Scope

Regular attendance by appointed members at College Board, Council and Committee meetings is essential in order to maintain continuing corporate knowledge and responsibility and cohesion in the management and governance of The College. The Attendance Policy and Procedure is intended to encourage regular attendance at RANZCOG Board meetings, College Council meetings and all committee meetings and to provide procedures to deal with any non-attendance.

1. Policy

RANZCOG Board, members of Council and Committee members are expected to demonstrate their commitment to the College by attending all meetings, as determined by Terms of Reference, the RANZCOG Constitution, policies and procedures and at other times at the request of the President, RANZCOG Board, CEO or Committee Chair. All members of the Board, Council and Committees shall be issued with a copy of this Policy and Procedure at the commencement of their appointment.

2. Procedures

2.1 Notification of Meetings

The Committee Coordinator for each committee will send out a meeting notification following the notice period provided in individual committee terms of reference. Generally at least 21 days notice is required to be given. Where possible, the date of the next scheduled meeting should be included as an agenda item for each meeting.

The dates of face-to-face meetings of the following Committees are scheduled to be held in conjunction with the three Council meetings held each year. Council dates are determined in the July of the preceding year in which they are scheduled.

- Continuing Professional Development Committee
- Education and Assessment Committee
- Education Strategy Committee
- Engagement Committee
- Finance Audit and Risk Management Committee
- Historical Collections Committee
- Honours Committee
- New Zealand Affairs Advisory Committee
- O&G Magazine Advisory Group
- Pre-vocational Working Party
- RANZCOG Women's Health Foundation Board
- Specialist IMG Assessment Committee
- Trainees Committee
- Training Accreditation Committee
- Women's Health Committee

Board members and members of Council are expected to attend the RANZCOG ASM. Travel and accommodation will be covered by the College (*refer to [Travel Policy and Procedure for further information](#)*).

There is a provision in Clause 10.2 of the RANZCOG Constitution (*refer RANZCOG Constitution*) for a Council meeting to be called with 24 hours notice. Shorter notice may be given if at least 75 percent of the Councillors agree or if the President considers that the business of the meeting is urgent.

Where a member of the RANZCOG Board, Council or an individual committee is unable to attend the scheduled meeting, they should notify the Chair and Committee Coordinator of their intended absence.

Consideration may be given by the Chair, upon request, for a member of the Board, Council or Committee to participate in the meeting, either for the entire meeting or only for specific agenda items, via teleconference or videoconference if feasible and appropriate. The amount of time the Board member, Council member or Committee member participates in the meeting via this method will be recorded in the minutes, e.g. Dr Smith attended via tele/videoconference for agenda items 3, 4 and 5.

2.2 Attendance Requirements

2.2.1 Board/Committee Members

If a Member of the Board or a Committee is absent for two consecutive meetings without first notifying the Chair and/or Committee Coordinator of the absence or if a member of the Board or Committee is absent for three consecutive meetings having notified the Chair of their absence, that member is in breach of their obligations and may be removed from the Board or Committee, subject to the processes outlined below.

2.2.2 Councillors

As outlined in Clause 9.5.1(c) of A1.1.9 the RANZCOG Constitution, the office of a Councillor becomes vacant if the Councillor is absent from two consecutive meetings of the Council (other than meetings of Council called on less than 48 hours notice) without leave of absence.

In relation to this policy, if a member of the Council is absent for three consecutive meetings having notified the Chair of their absence, that member is in breach of their obligations and may be removed from the Council, subject to the processes outlined below.

2.3 Process for Board/Council/Committee Members

If a member of the Board, Council or Committee is in breach of their attendance requirements, then the President and/or Chair shall consult them to discuss this matter.

If the difficulties of the member of the Board, Council or Committee are resolvable, then the President and/or Chair shall attempt to resolve them.

If no mutually satisfactory resolution is possible, and if the member of the Board, Council or Committee wishes to continue in their appointed role, then the member's response is to be put to the RANZCOG Board at its next meeting. The Board will then decide what action(s) to take regarding the future membership of the Board or Committee member.

2.4 Related RANZCOG Documents

- RANZCOG Constitution

Revision ID	2.2
Policy Owner	Office of the President and CEO
Policy Approved By	RANZCOG Board, November 2018
Review of Policy	As required or no later than November 2021