



# TERMS OF REFERENCE

## Title of Committee:

Trainees' Committee

### 1. Reporting to:

The Trainees' Committee shall report directly to the RANZCOG Board on a regular basis.

### 2. Date of Establishment

The Trainees' Committee was originally the Trainees' Subcommittee of the College Training and Accreditation Committee and was established in 1999.

The Subcommittee became a Standing Committee of Council on 17 July 2009

### 3. Functions and Responsibilities

To represent the interests and concerns of RANZCOG trainees in the FRANZCOG, Certificate of Women's Health/DRANZCOG/DRANZCOG Advanced, Subspecialty and Specialist International Medical Graduates (SIMG) pre-Fellowship training programs, as well as RANZCOG trainees undertaking approved training in locations outside Australia and New Zealand, in discussion and decision-making relating to training and assessment, as well as broader issues relating to the discipline of obstetrics and gynaecology.

The Committee's responsibilities include the following:

- advocate the views and concerns of all trainees to the RANZCOG Board and other committees and working groups, as appropriate;
- make recommendations to the Board on matters relating to training and assessment;
- provide a forum for discussion between trainees at all levels, and from all states/regions, in order to identify concerns that might impact on their training and assessment;
- assist in the dissemination of information from the College to trainees, in consultation with relevant groups and individuals, as appropriate;
- advise and support state/regional trainee representatives and improve communications amongst trainees at state/regional level.

### 4. Membership

All appointments to the Committee will be made following elections every three years in line with the term of the RANZCOG Council, and in accordance with RANZCOG Policy Tenure of Appointment to RANZCOG Committees and External Bodies.

Australian Core/Advanced trainees will vote for the nominated candidates in their particular state. New Zealand Core/Advanced trainees will vote for the nominated candidates in their particular region (either North or South Island). Subspecialties, Certificate of Women's Health/Diploma trainees and SIMGs undertaking in-hospital training in order to meet RANZCOG Fellowship requirements will vote for the nominated Subspecialty, CWH/Diploma or SIMG candidates respectively.

The membership of the Committee includes the following:

- one representative each from South Australia/Northern Territory, Western Australia, the ACT, and Tasmania, who are all registered FRANZCOG trainees;
- two representative from New Zealand (one for the North Island and one for the South Island), who are registered FRANZCOG trainees;
- two representatives from New South Wales (ideally one Core trainee and one Advanced trainee. In the event both are Core trainees they must be from different Integrated Training Programs), who are registered FRANZCOG trainees;
- two representatives from Queensland (ideally one Core trainee and one Advanced trainee. In the event both are Core trainees they must be from different Integrated Training Programs), who are registered FRANZCOG trainees;
- two representatives from Victoria (ideally one Core trainee and one Advanced trainee. In the event both are Core trainees they must be from different Integrated Training Programs) who are registered FRANZCOG trainees;
- one representative of overseas trainees (that is, training at sites outside Australia and New Zealand), who is a registered FRANZCOG trainee;
- one Subspecialties representative, who is a registered trainee in one of the five subspecialties training programs;
- one Certificate of Women's Health/DRANZCOG/DRANZCOG Advanced representative, who is a registered trainee in the Certificate of Women's Health, DRANZCOG or DRANZCOG Advanced training program;
- one SIMG, who has been assessed as partially comparable to an Australian Trained Specialist and is required to undertake a period of in-hospital training in order to meet RANZCOG Fellowship requirements;
- a nominee of the RANZCOG Training Accreditation Committee, who will be a Councillor;
- a nominee of the RANZCOG Education and Assessment Committee, who will be a Councillor;
- a Fellow of less than five years' standing.

Ex officio members are:

- RANZCOG President;
- RANZCOG CEO.

All committee members (including Ex-officio members), shall have full voting rights.

The following RANZCOG staff members will attend each meeting of the Committee:

- Director, or Deputy Director, Education and Training;
- Manager, RANZCOG Training Programs
- Senior Coordinator, FRANZCOG Training Program
- Senior Coordinator, Trainee Liaison
- Coordinator, FRANZCOG Training Program

By accepting the invitation to be a member of the Committee, individual members agree to abide by the following:

- Code of Conduct for Members of RANZCOG Bodies;
- Confidentiality Policy and Procedure for Members of RANZCOG Bodies;
- Attendance Policy and Procedure for Members of RANZCOG Bodies; and
- Conduct of Meetings for RANZCOG Bodies Policy and Procedure.

## 5. Membership Representation on Council Committees

Three Trainees' Committee representatives (as elected by the Committee members) will become members of Council for the three-year term of Council:

- Chair, Trainees' Committee: voting rights role
- Deputy Chair, Trainees' Committee (Australia): non-voting role
- Deputy Chair, Trainees' Committee (New Zealand): non-voting role

Trainee Committee representatives will have voting rights on the following Council Committees (the allocation of representatives to committee to be decided by the Trainees' Committee Chair in consultation with these representatives):

- Continuing Professional Development (CPD) Committee: 1 representative;
- Education and Assessment Committee (EAC): 2 representatives;
- Education Strategy Committee (ESC): Chair of the Trainees Committee;
- Engagement Committee: 2 representatives (1 x Australia and 1 x New Zealand);
- New Zealand Affairs Advisory Committee: 1 New Zealand representative – on Council;
- O&G Magazine Advisory Group: 1 representative;
- Pre-Vocational Program Working Party (PVPWP): 2 representatives;
- Progression Review Committee (PRC): Chair of the Trainees' Committee;
- RANZCOG Women's Health Foundation Board: 1 representative;
- Research Assessment Subcommittee (RAS): 2 representatives;
- Simulation Training Advisory Group: 1 FRANZCOG representative;
- Training Accreditation Committee (TAC) 2 Trainee representatives (1 x Australia and 1 x New Zealand);
- Women's Health Committee (WHC): 1 Trainee representative;

Other Trainee Committee representatives who are appointed to a Council Committee representation will have voting rights on the following Council Committees:

- Jean Murray Jones Committee: WA representative;
- Subspecialties Committee: Subspecialty Trainee representative

## **6. Management and Coordination**

Management of the day-to-day operations of the Committee will be coordinated by the RANZCOG Education and Training Directorate.

## **7. Chair and Deputy Chair**

The Chair shall be a registered FRANZCOG trainee and an existing elected member of the Committee and shall be elected by Committee members for a period of three years. This election will occur at the Committee meeting immediately following the three-yearly Trainees' Committee elections.

The Chair shall have delegated authority to deal with Committee matters of a routine and administrative nature. Matters dealt with by the Chair will be tabled at the next meeting of the Committee. The following matters will be considered by the full Committee: matters on which no precedent has been established;

- matters of policy;
- new issues;
- specific referral matters; and,
- matters which require the benefit of full committee discussion.

Two existing elected members of the Committee will be appointed by the Chair and the members of the Committee to the position of Deputy Chairs (one based in Australia and one based in New Zealand) to assist the Chair in matters relating to the work of the Committee.

Where the Chair is unable to act due to conflict of interest or otherwise, the Deputy Chair shall assume the role of Acting Chair, with the full powers of the Chair, until the Chair is able to return to the position or the RANZCOG Board appoints a new Chair.

In the absence of the Chair, a Deputy Chair will chair the meeting. When a meeting is convened and neither the Chair nor a Deputy Chair is present, a temporary Chair for that meeting must be appointed by those present.

In the event that a Chair or a Deputy Chair moves to another state/region/trainee cohort, or is elevated to Fellowship, they may continue to serve out their three-year term as Chair or a Deputy Chair but will not have any specific representative duties. In these cases, a casual vacancy election will be required for the relevant state/region/trainee cohort .

## 8. Quorum

The number of members required for a formal meeting to proceed is half of those Committee members eligible to vote plus one . . . Ex-officio voting members can be included in the quorum if in attendance at a meeting. If ex-officio voting members are not in attendance, then they do not need to be included in the number required for a quorum.

Any question and/or motions arising from meetings shall be decided by a majority of votes of the members present and voting on that matter. In the case of a motion with equal votes 'for' and 'against', the Chair will have a deliberate vote in addition to a vote as a member of the Committee.

If a quorum is not present, a meeting may still go ahead, with notes recorded. Should a recommendation arise under these circumstances, the recommendation and notes must be disseminated ('flying recommendation') to all Committee members (including those that were present at the meeting in question) requesting them to indicate their support or objection to the recommendation.

## 9. Flying Recommendations

A recommendation can be disseminated out-of-session (i.e. by email) to the Committee for approval by flying recommendation. For a flying recommendation to be passed, a quorum must have voted and approved the recommendation. Ex-officio members can be included in the quorum for a flying recommendation if they submit a vote. If Ex-officio members do not submit a vote, then they do not need to be included in the quorum for a flying recommendation to be effective. At the subsequent Committee meeting, all flying recommendations and their outcome must be formally minuted.

## 10. Observers and Visitors

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered 'in camera'.

## 11. Meeting Papers – Agenda and Minutes

- Requests for agenda items/reports for any scheduled meeting should be sent to Committee members 21 days prior to the scheduled meeting date.
- All Committee agenda items must be forwarded to the Committee Coordinator by close of business 14 days prior to the next scheduled meeting. The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.
- The Committee agenda and meeting papers will be distributed to all Committee members at least seven (7) working days prior to the next scheduled meeting.
- Minutes will be kept of each meeting. The minutes may be confined to a report of the resolutions and any recommendations.
- Draft minutes are to be completed no later than 10 working days following each meeting and forwarded to the Chair for approval. It is expected that the Chair of the meeting shall approve the meeting minutes within five (5) working days upon receipt.
- The draft minutes and action list shall be provided to all Committee members no later than 15 working days following the meeting.
- Reports and recommendations to the RANZCOG Board are to be prepared by the Committee Coordinator, in conjunction with the Chair, and provided to the RANZCOG Board Coordinator for inclusion on the next meeting agenda of the RANZCOG Board.
- The minutes shall be submitted to Committee members for ratification at the next meeting of the Committee.

## 12. Frequency of Meetings

Meetings will be held three times a year; two via teleconference, and one annual face-to-face meeting held during November Council Week in Melbourne.,

### 13. Review of Terms of Reference

Terms of Reference should be reviewed as considered necessary; but at least every three (3) years.

### 14. Approval Process and Date for Next Review

<b>Approved by:</b>	RANZCOG Board
<b>RANZCOG Board Approval:</b>	May 2015; October 2018
<b>Date of next Review:</b>	October 2021 or earlier as required.
<b>Revision History:</b>	RANZCOG Board, March 2013 RANZCOG Board, March 2014 RANZCOG Board, May 2015