

# Attendance on RANZCOG Committees Policy and Procedure

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## Purpose and Scope

Regular attendance by appointed members at RANZCOG Committee meetings is essential in order to maintain continuing corporate knowledge and responsibility and cohesion in the management and governance of the College.

While it is acknowledged that sometimes, despite the best of intentions and care in planning, members may fail to attend meetings; there are minimum requirements for attendance outlined in the Attendance Policy and Procedure that are intended to encourage regular attendance at all RANZCOG committee meetings and to provide fair procedures to deal with any ongoing non-attendance.

This policy applies to all RANZCOG members appointed to RANZCOG Committees (committee, subcommittee, steering committee, working groups, advisory group, special interest group, working parties, project group), and other RANZCOG bodies.

Members appointed to College Committees must comply with the RANZCOG Code of Conduct and conduct themselves in a manner that reflects the standard of professional and ethical behaviour expected by the College.

### 1. Policy

RANZCOG 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 committee members of I will 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 an individual committee's 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.

Where a member of 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 committee member to participate only for specific agenda items, via teleconference or videoconference. The partial attendance of a committee member 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

If a committee member is absent for two consecutive meetings without first notifying the Chair and/or Committee Coordinator of the absence or if a committee member 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 committee, subject to the processes outlined below.

## 2.3 Process for Committee Members

If a committee member 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 are resolvable, then the President and/or Chair shall attempt to resolve them.

The member will be advised of the Wellbeing options available to them, including but not restricted to:

- Converge International, the College Member Support Program that provides confidential support to Fellows (and their immediate family members) across Australia and New Zealand;
- RANZCOG Wellbeing Coordinator;
- RANZCOG Training Support Unit;
- External organisations to the College, such as Employer Assistance Program (EAP); Practitioner Advisory Services; Australian Medical Association support bodies; New Zealand Doctors Health Advisory Services; and organisations such as Beyond Blue, and Lifeline.

If no mutually satisfactory resolution is possible, and if the member 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 committee membership of the member.

If the Board makes the decision that the member cannot continue on the committee, then a casual vacancy will exist. The appointment of a new member due to a casual vacancy will be determined by the role that the member held and the relevant committee Terms of Reference, Election Policy or other College Policy.

## 3. Related RANZCOG Documents:

- RANZCOG Constitution
- RANZCOG Code of Conduct
- Terms of Reference of individual committees
- Election of State and Territory Committee and Te Kāhui Oranga ō Nuku members Policy and Procedure
- Election of Representatives onto the Associate Procedural Members and Certificants Committee (APMCC) Policy and Procedure
- Election of Representatives onto RANZCOG Trainees' Committee Policy and Procedure
- Election of Representatives onto Subspecialty Committees Policy and Procedure:
  - Gynecological Oncology Subspecialty Committee
  - Maternal Fetal Medicine Subspecialty Committee
  - Obstetric and Gynecological Ultrasound Subspecialty Committee
  - Reproductive Endocrinology and Infertility Subspecialty Committee
  - Urogynaecology Subspecialty Committee
- Appointment process to RANZCOG Committees
- Expression of Interest process
- Consumer Representatives on RANZCOG Council and Committees Policy

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	November 2018	
v2	October 2020	Code of Conduct update
v3	June 2021	
v4	January 2024	Policy revised to reflect change in nomenclature

Policy Version:	Version 4
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