

Tenure of Appointment to RANZCOG Committees and External Bodies Policy

Purpose and Scope

The purpose of this policy is to outline the appointment and tenure process for Committee members appointed to RANZCOG Committees and External Bodies.

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 external bodies as a RANZCOG nominee or representative.

Where the provisions of this policy are inconsistent with specific provisions of an individual committee's Terms of Reference or Election Policy, the Terms of Reference or Election Policy shall prevail save and to the extent of that inconsistency.

If required, RANZCOG Committees will consult the RANZCOG Board for obtaining an exemption from compliance with this policy. Such request will be supported with details of circumstances and rationale for seeking such exemption. The Board will consider such requests on a case-by-case basis.

RANZCOG Committees are encouraged to review their membership per this policy in their first meeting of the relevant Council term.

All members appointed to a RANZCOG committee, other RANZCOG bodies, or external body 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

It is the policy of the College to specify the process for the appointment and tenure of RANZCOG members made to RANZCOG Committees, other RANZCOG bodies and for College members appointed to external bodies as College representatives or nominees. It is College policy that all committee appointments to RANZCOG committees will, where possible, be made at the beginning of a Council term for the period of that Council. All appointments are to be approved by the RANZCOG Board in accordance with RANZCOG Constitution clause 13.1.1.

2. Procedure

2.1 Appointment process to RANZCOG committees

Appointments to standing or other committees of the RANZCOG Board and/or Council will be made pursuant to the Terms of Reference of the committee in question. Appointments are generally made by the President, or by prior agreement of the President, unless otherwise specified in a Terms of Reference, Election Policy or any other policy.

2.1.1 Election of members to specific RANZCOG committees:

Terms of Reference of individual College committees specify members to be elected to the committee in accordance with the relevant Election Policy. These committees are:

- Associate Procedural Members and Certificants Committee (APMCC)
- State and Territory Committees
- Subspecialty Committees:
 - Gynaecological Oncology (CGO) Subspecialty Committee;
 - Maternal Fetal Medicine (MFM) Subspecialty Committee;
 - Obstetric and Gynaecological Ultrasound (COGU) Subspecialty Committee;
 - Reproductive Endocrinology and Infertility (CREI) Subspecialty Committee; and
 - Urogynaecology (CU) Subspecialty Committee
- Te Kāhui Oranga ō Nuku
- Trainees' Committee

2.1.2 Expression of Interest appointments to other RANZCOG bodies

Membership appointments to other RANZCOG bodies may be undertaken by an Expression of Interest (EOI) process as approved by that body's chair and the President.

2.1.3 Consumer/External Representatives

Consumer or other external representatives will be appointed to certain committees in accordance with, the *Consumer, Community and Other External Representatives on RANZCOG Council and Committees Appointment and Remuneration Policy*.

2.2 Tenure on RANZCOG committees

The term of appointment to RANZCOG committees shall be for a period of two (2) years from the commencement of the Twelfth RANZCOG Council and all subsequent Council terms thereafter.

Where an appointment is made during the period of a RANZCOG Council, the appointment shall be for the remainder of that Council term. Such a period shall count as a term for the purpose of determining the maximum consecutive period that an individual shall be permitted to serve on any particular committee.

2.2.1 Committee Members

Appointees shall not serve as a general member on a committee for more than three (3) consecutive two-year terms, unless an Election Policy or Terms of Reference prevails.

For the avoidance of doubt, any committee member who is not a Chair will be considered a general member.

2.2.2 Committee Chairs

Appointment to the position of Chair of a RANZCOG Committee shall be considered to be a new appointment in addition to the maximum consecutive terms served as a general member. An individual will be able to serve a maximum of two (2) two-year terms as a committee Chair unless an Election Policy or Terms of Reference prevails.

Accordingly, the maximum consecutive period that an individual may serve on the committee is five (5) two-year terms, where a maximum of three (3) consecutive terms are served as a general member prior to a maximum of two (2) consecutive terms served as Chair.

2.2.3 Maximum Term

For the avoidance of doubt, the maximum consecutive period that an individual may serve on a RANZCOG committee is five (5) consecutive terms, where an individual serves no more than two (2) consecutive terms as Chair, unless an Election Policy or Terms of Reference prevails.

Following completion of maximum two (2) consecutive terms as the Chair, the Chair shall not be eligible for re-appointment to the committee. However, a retiring Chair may serve as an ex-officio member of that committee if they are elected to the RANZCOG Board.

2.3 Appointment of RANZCOG nominees on external bodies

Requests for College nominees to external bodies will be considered by the RANZCOG President for approval in consultation with the CEO or relevant State and Territory Committee or Te Kāhui Oranga ō Nuku as considered appropriate to the request in line with the *RANZCOG Nominees on External Bodies Guideline*.

Unless precluded by statutory provision or other aspects of the terms of their appointment being considered acceptable by the Board, all RANZCOG appointees to external bodies shall be required to sign and abide by the contents of the standard College Deed of Undertaking in relation to their appointment.

All appointments to external bodies must be advised to the Manager, Executive Office & Advocacy, for inclusion on the register maintained for this purpose.

The tenure of such appointments will generally follow the terms of reference of the external body in question; however, the Board may, from time to time review the appointments to all external bodies at the commencement of each Council term, and may, following consultation with others as considered relevant, request that the appointed representative stand down as a RANZCOG representative.

3. Related RANZCOG documents

- RANZCOG Constitution
- RANZCOG Code of Conduct
- RANZCOG Organisational Values
- Terms of Reference of individual committees
- Deed of undertaking in relation to appointment as a RANZCOG nominee/representative
- 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 Policy and Procedure
- Election of Representatives onto RANZCOG Trainees' Committee Policy and Procedure
- Election of Representatives onto Subspecialty Committees Policy and Procedure
- Appointment process to RANZCOG Committees
- Expression of Interest process
- Consumer, Community and Other External Representatives on RANZCOG Council and Committees
- RANZCOG Nominees on External Bodies Guideline

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	July 2013	RANZCOG Board
v2	December 2019	ELT
v3	April 2021	RANZCOG Board
v4	February 2022	RANZCOG Board (ELT December 2021)
v5	April 2022	Updates regarding appointment of RANZCOG nominees on external bodies
v6	March 2023	Change to maximum term served as Chair from one (1) to two (2) terms
v7	February 2024	Policy revised to reflect change in nomenclature.

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