

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.

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 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:

- Diplomates Committee
- 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 o 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 Representatives

Consumer Representatives will be appointed to certain committees as detailed in, and 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 years from the commencement of the Twelfth RANZCOG Council and all subsequent Council terms thereafter .

A Transitional Provision will apply from the commencement of the Twelfth RANZCOG Council for current-serving individuals to ensure they will not be disadvantaged by the change of their term of office options from three years to two years.

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 Transitional Provision or Terms of Reference prevails.

2.2.1.1 Transitional Provision – Committee Members

- (a) at the commencement of the Twelfth Council in November 2021, committee members who were first appointed in 2016 and have served consecutive terms may stand for re-appointment and serve an additional two-year term. If re-appointed, the committee member may serve a maximum consecutive period of seven years as a committee member; and
- (b) at the commencement of the Thirteenth Council in November 2023, committee members who were first appointed in 2018 and have served consecutive terms may stand for re-appointment and serve an additional two-year term. If re-appointed, the committee member may serve a maximum consecutive period of seven years as a committee 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 one (1) additional two-year term as a committee Chair unless an Election Policy or Terms of Reference prevails. Therefore, the maximum consecutive period that an individual may serve on the committee is four (4) two-year terms, where three (3) terms have been served as a general member, prior to one term being served as Chair.

2.2.2.1 Transitional Provision – Committee Chairs

- (a) at the commencement of the Twelfth Council in November 2021, committee members who were first appointed in 2014 and have served consecutive terms may stand for re-appointment and serve an

additional two-year term. If re-appointed, the committee chair may serve a maximum consecutive period of nine years as a committee member, where three (3) terms have been served as a general member, and one term being served as Chair; and

- (b) at the commencement of the Thirteenth Council in November 2023, committee chairs who were first appointed in 2016 and have served consecutive terms may stand for re-appointment and serve an additional two-year term. If re-appointed, the committee chair may serve a maximum consecutive period of nine years as a committee member, where three (3) terms have been served as a general member, and one term being 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 four consecutive terms, where three terms have been served as a general member prior to one term being served as Chair, unless an Election Policy or Terms of Reference prevails.

Where an individual serves fewer than three consecutive terms as a general member of the committee prior to an appointment as Chair, the individual must nevertheless retire from the committee at the conclusion of his or her appointment as Chair. Following completion of his or her term of office (i.e., three terms), the Chair shall not be eligible for re-appointment to the committee for one additional term; however, a retiring Chair may serve as an ex-officio member of that committee if he or she is 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 Team Lead, 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

- Terms of Reference of individual committees
- Deed of undertaking in relation to appointment as a RANZCOG nominee / representative
- RANZCOG Constitution
- RANZCOG Code of Conduct
- RANZCOG Organisational Values
- Election of State and Territory Committee and Te Kāhui Oranga ō Nuku members Policy and Procedure
 - Election of Representatives onto the Diplomates Committee Policy and Procedure
 - Election of Representatives onto RANZCOG Trainees' Committee Policy and Procedure
 - Election of Representatives onto Subspecialty Committees Policy and Procedure:
 - Gynaecological Oncology Subspecialty Committee
 - Maternal Fetal Medicine Subspecialty Committee
 - Obstetric and Gynaecological 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
- 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 2020	Updates regarding appointment of RANZCOG nominees on external bodies

Policy Version:	Version 5
Policy Owner:	RANZCOG President and CEO Office
Policy Approved by:	RANZCOG Board
Review of Policy:	No later than October 2024