

TERMS OF REFERENCE

Regional Fellows Committee

1. Reporting

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

2. Date of Establishment

The former Provincial Fellows Committee (PFC) current Regional Fellows Committee (RFC) was established on 8 March 1990.

3. Functions and Responsibilities

The role of the Committee is to advise the RANZCOG Board on all matters affecting obstetric and gynaecology practice undertaken by Regional Fellows.

The Committee shall consider and advise on matters relating to:

- the provision of obstetric and gynaecology services in regional and rural areas, including workforce issues
- development of guidelines on aspects of regional practice, as necessary
- continuing professional development (CPD) activities for Regional Fellows in both externally and College-funded projects
- consultation documents from external bodies on regional and rural workforce, regional and rural practice and/or regional and rural health issues
- organisation of an Annual Scientific Meeting for Regional Fellows.

The Committee shall:

- make recommendations and report to the RANZCOG Board
- respond to matters as requested by the RANZCOG Board from time to time
- support and advise individual State Regional Fellows in respect to their activities on Regional Committees
- support and assist individual Regional Fellows within their local areas to participate in College-related matters.

Any recommendations to the RANZCOG Board regarding initiatives or modifications to Regional Fellow policies, procedures and/or activities that require resources not already funded must be accompanied by:

- the source of funding and how the funding will be raised
- a budget detailing all expenses involved

4. Membership

Any voting Regional Fellow of the College is eligible to become a member of the Committee.

Appointments will be for a period of two (2) years from the commencement of the Twelfth RANZCOG Council and in accordance with RANZCOG Policy *Tenure of Appointment to RANZCOG Committees and*

External Bodies. Members who serve the maximum number of consecutive terms may be eligible for membership of the Committee following an absence of one term.

The membership of the Committee will include:

- two elected Councillors
- the elected Regional Fellow representative on each State and Territory Committee (with the exception of Tasmania and ACT)
- the Regional Fellow Representative on NASOG

Ex-officio members are:

- RANZCOG President
- RANZCOG CEO

All Committee members including Ex-officio members to have voting rights.

Nominations for a Regional Fellow representative on each State and Territory Committee are called for every two years during the State and Territory Committee elections, or when a position on the Committee falls vacant.

Nominations for two Regional Fellows representative positions on Council are called for every three years during Council elections.

RANZCOG Committees requiring a representative of the Regional Fellows Committee are:

- Education and Assessment Committee
- Engagement Committee
- Fellowship Review Committee
- Honours Committee
- Specialist IMG (SIMG) Assessment Committee
- Training Accreditation Committee

Other committees as appointed by the RANZCOG Board.

By accepting the invitation to be a member of the Regional Fellows Committee, individual members 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, and agree to abide by the following College policies, procedures and guidelines:

- Attendance Policy and Procedure for Members of RANZCOG Bodies
- College Organisational Values
- Confidentiality Policy: Board, Council and Committees
- Conflict of Interest Policy
- Conduct of Meeting Policy

5. Management and Coordination

Management of the day-to-day operations of the Regional Fellows Committee will be undertaken by RANZCOG with the activities of the Committee coordinated by the Engagement and Rural Health Directorate.

6. Chair

The Chair shall be one of the two elected Regional Fellow Councillors and shall be appointed for a period of two years by the RANZCOG Board on the recommendation of the President. Where possible, the Chair will be an existing member of the Committee.

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 Regional Fellows Committee: matters on which no precedent has been established; matters of policy; new issues; specific referral matters; and matters that require the benefit of full Committee discussion.

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

7. Quorum

The number of members required for a formal meeting to proceed (quorum) 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 questions 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 event of a motion with equal votes 'for' and 'against', the Chair shall have a deliberative 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 written notes recorded. Should a recommendation arise under these circumstances, the recommendation and notes must be disseminated ('flying recommendation') to all Committee members requesting them to indicate their support or objection to the recommendation.

8. 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.

9. 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'.

10. Meeting Papers – Agenda and Minutes

- Requests for agenda items/reports for any scheduled meeting may be sent to Committee members 21 working days prior to the scheduled meeting date.
- All Committee agenda items may be forwarded to the Committee Coordinator by close of business 14 working 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. Accurate 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.

11. Frequency of Meetings

The Committee will meet at least four times a year, with a teleconference meeting held prior to each Council Meeting (three meetings), and one face-to-face meeting held at the time and at the location of the Regional Fellows Annual Scientific Meeting.

12. Review of Terms of Reference

Terms of Reference should be reviewed as considered necessary, but at least every two (2) years.

13. Approval Process and Date for Next Review

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1.	February 2007	RANZCOG Council
v2.	February 2009	
v3.	March 2013	
v4	September 2017	
v5	January 2019	
v6	October 2020	(Code of Conduct)
v7	September 2021	

Policy Version:	Version 7
Policy Owner:	Engagement and Rural Health Directorate
Policy Approved by:	RANZCOG Board
Review of Policy:	September 2023