

Wellbeing Working Group

Terms of Reference

Title of Committee

Wellbeing Working Group (WWG)

1. Reporting

The Wellbeing Working Group (WWG) will report to the RANZCOG Board.

2. Date of Establishment

The Wellbeing Working Group (WWG) was formally instituted in March 2020.

3. Functions and Responsibilities

To consult on, determine and establish a range of appropriate wellbeing initiatives and functions that provide ongoing support and assistance for trainees and members throughout their training lifecycle and working life.

The responsibilities of the WWG include the following:

- Facilitate and consult with trainees and members to identify wellbeing gaps and potential initiatives
- Define what wellbeing means for members and trainees
- Develop a RANZCOG Wellbeing Framework and Plan
- Develop a Policy and recommendations for wellbeing initiatives
- Consult on the development of educational workshops focusing on member and trainee mental health and wellbeing
- Develop an annual awards process recognising work undertaken by individuals and groups that support wellbeing in O&G
- Establish a wellbeing network across Australia and New Zealand (including all states and territories)
- Promote wellbeing activities to members and trainees
- Develop recommendations to the Board for wellbeing advocacy of its members and trainees
- Promote and establish wellbeing activities as core at all RANZCOG events
- Identify existing wellbeing activities across health services and encourage collaboration across sites
- Collect data on the effectiveness of implemented wellbeing initiatives and report metrics to the RANZCOG Board

- Continuously evaluate and improve upon the delivery of implemented wellbeing initiatives through use of evidence-based methods

Any recommendations to the WWG and RANZCOG Board regarding initiatives or modifications to WWG 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; and
- a budget detailing all expenses involved.

4. Membership

All appointments to the WWG will be made by approval by the RANZCOG Board on the recommendation of the President as well as an Expression of Interest (Eoi) process.

Appointments will be for the remainder of the term of the Eleventh Council to November 2021 and in accordance with RANZCOG Policy *Tenure of Appointment to RANZCOG Committees and External Bodies*.

The membership of the WWG may include but not be restricted to:

- a RANZCOG who shall Chair the Committee
- a member or trainee who shall be Deputy Chair
- (2) RANZCOGs (one AUS and one NZ)
- (1) Regional or rural located member
- (1) member or trainee with recent experience of return to work after extended leave
- (1) DRANZCOG Representative
- (2) Trainee Representatives (one AUS and one NZ)
- (1) Aboriginal and Torres Strait Islander Member or Trainee Representative
- (1) Māori Member or Trainee Representative
- (1) SIMG member

Ex-officio members are:

- RANZCOG President
- RANZCOG CEO

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

By accepting the invitation to be a member of the Working Group, individual members agree to abide by the following College Policies, procedures and guidelines:

- 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 Meeting for RANZCOG Bodies Policy and Procedure.

5. Management and Coordination

Management of the day-to-day operations of the working group will be coordinated by the RANZCOG Wellbeing and Diversity Lead.

6. Chair

The Chair and Deputy Chair shall be appointed for a period of two years by the President. Where possible, the Chair shall be an existing member of the Working Group.

The Chair shall have delegate authority to deal with Working Group matters of a routine and administrative nature. Matters dealt with by the Chair will be tabled at the next meeting of the Member and Trainee Wellbeing Working Group.

The following matters will be considered by the full Wellbeing Working Group: matters on which no precedent has been established; matters of policy; new issues; specific referral matters; and matters that require the benefit of the full Working Group 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 is half of those Working Group members eligible to vote plus one. Ex-officio members can be included in the quorum if in attendance at a meeting.

If Ex-officio 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 Working Group.

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 WWG members (including those that were present at the meeting in question) 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 working group 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 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 – Agendas and Minutes

- Request for agenda items/reports for any scheduled meeting should be sent to members 21 days prior to the scheduled meeting date.
- All agenda items must be forwarded to the Wellbeing and Diversity Lead 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 agenda and meeting papers will be distributed to all 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 meeting minutes within five (5) working days upon receipt
- The draft minutes and action list shall be provided to all members no later than 15 working days following the meeting.
- Reports and recommendations to the RANZCOG Board are to be prepared by the Working Group 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 members for ratification at the next meeting of the Working Group

11. Frequency of Meetings

The Working Group will meet at least four times a year; videoconference will be offered for all meetings. Hybrid meetings (face-to-face and videoconference) may also be offered.

12. Review of Terms of Reference

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

13. Approval Process and Date of Next Review

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1.1	March / 2020	First ToR
v2.1	October / 2021	Added awards and workshops to responsibilities, adjusted committee coordinator title and removed face-to-face meetings.

Policy Version:	Version #2
Policy Owner:	People and Wellbeing
Policy Approved by:	RANZCOG Board
Review of Policy:	October / 2022