

TERMS OF REFERENCE

RANZCOG INDIGENOUS NETWORK GROUP (RING)

1. Reporting

The RANZCOG Indigenous Network Group, will informally report to the Aboriginal and Torres Strait Islander Women's Health Committee (Aboriginal and Torres Strait Islander WHC).

2. Date of Establishment

The RANZCOG Indigenous Network Group was established as an informal meeting group for Indigenous College Members in May 2022.

3. Purpose and Objective

The objective of the RANZCOG Indigenous Network Group is to facilitate a safe and informal space for all Indigenous Fellows, Trainees and Diplomates to discuss issues they face as First Nations people, both related to their chosen field of medicine, and more widely. The group will provide support and knowledge to one another available through their shared experience and culture.

The group may raise concerns or proposals through the Chair of the Aboriginal and Torres Strait Islander WHC and the Aboriginal and Torres Strait Islander Health Advisor.

4. Membership

All Aboriginal and Torres Strait Islander Fellows, Trainees and Diplomates within RANZCOG will be invited to attend network meetings. These meetings will be a closed space for Indigenous Members to informally discuss any matters they wish to raise to their fellow peers for guidance or feedback.

All RING members shall have full voting rights.

By accepting the invitation to be a member of the network, individual members must comply with the *RANZCOG Code of Conduct* and conduct themselves in a manner that reflects the standards of professional and ethical behaviour expected by the College, and agree to abide by the following College policies, procedures and guidelines:

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

5. Management and Coordination

Management of the day-to-day operations of the working group will be coordinated by the RANZCOG People, Wellbeing and Facilities Directorate.

6. Chair

The Chair and Deputy Chair shall remain the same as in the Aboriginal and Torres Strait Islander WHC they will take on an informal discussion facilitator role within the network meetings.

In the absence of the Chair, the Deputy Chair will facilitate the meeting. When a meeting is convened and neither the Chair nor the Deputy Chair is present, a temporary facilitator 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 group members eligible to vote plus one.

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 Group.

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 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 group for approval by flying recommendation. For a flying recommendation to be passed, a quorum must have voted and approved the recommendation. At the subsequent meeting, all flying recommendations and their outcome must be formally recorded in writing.

9. Observers and Visitors

Observers and visitors must have received the prior permission of the Chair to attend meetings.

10. Meeting Papers

- The RANZCOG Indigenous Network Group will not distribute formal, structured agendas, however, a list of topics to cover may be sought 21 days prior to the meeting by the Aboriginal and Torres Strait Islander Health Advisor.
- Any topics received will be distributed by the Aboriginal and Torres Strait Islander Health Advisor five days before the meeting.
- A summary of topics discussed will be kept of each meeting. Any proposals or concerns to raise to the Aboriginal and Torres Strait Islander WHC will be documented and sent to the Chair for approval within 10 working days following each meeting.
- The RANZCOG Indigenous Network Group will be asked if they would like to receive a meeting summary following each meeting.
- If the group wishes to raise concerns or proposals to action, this can be raised to the Aboriginal and Torres Strait Islander WHC 14 days prior to an upcoming Committee meeting.

11. Frequency of Meetings

The RANZCOG Indigenous Network Group will meet at least three times a year via videoconference with one face to face meeting dependent on available funding.

12. Review of Terms of Reference

Terms of Reference should be reviewed as considered necessary, at least every two (2) years, or in combination with the Aboriginal and Torres Strait Islander WHC.

13. Approval Process and Date for Next Review

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	May 2022	

Policy Version:	Version 1
Policy Owner:	RANZCOG People, Wellbeing and Facilities

Policy Approved by:	RANZCOG Board [to be approved]
Review of Policy:	October 2023