

TERMS OF REFERENCE

Title of Committee

Continuing Professional Development (CPD) Committee

1. Reporting

The CPD Committee shall report directly to the RANZCOG Board.

The following committees/subcommittees provide reports to the CPD Committee:

- Associate Procedural Members and Certificants Committee (APMCC);
- Conjoint Committee for Associate Procedural Training (CCAPT);
- Regional Fellows Committee (RFC); and
- Global Health Committee.

2. Date of Establishment

On 9 September 1979, the Education Section Committee of the Education Board of the Australian College of Obstetricians and Gynaecologists was established. After a range of title changes the Continuing Professional Development (CPD) committee was established on 27 July 2018.

3. Functions and Responsibilities

The responsibilities of the CPD Committee include the following:

- To advise the RANZCOG Board on matters concerning the CPD programs for Fellows, RANZCOG Associate (Procedural), RANZCOG Associate (Advanced Procedural), Associate Members, Australia and New Zealand and Educational Affiliates (Non-SIMG);
- Making recommendations concerning making, amending and repealing RANZCOG Regulations (Recertification Section) to ESC for approval;
- Development, maintenance and on-going evaluation of the College's CPD Program;
- Review and approval of membership applications from Associate Members, Australia and New Zealand and Educational Affiliates (non-SIMG);
- Review reports and recommendations from Regional Fellows Committee (RFC), Global Health Committee (GHC), Associate Procedural Members and Certificants Committee (APMCC), Conjoint Committee for Associate Procedural Training (CCAPT);
- Approve survey requests for distribution to the RANZCOG membership on O&G related issues;
- Review and approve the CPD guides and Framework; and
- Such other matters relating to CPD as may be directed by the RANZCOG Board.

The Committee shall have the power to appoint ad hoc working parties to undertake particular tasks relating to the development/research of policy and related issues being considered by the

Committee. Terms of reference for any working party(s) established are to be developed and approved by the RANZCOG Board.

Any recommendations to the RANZCOG Board regarding initiatives or modifications to CPD 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 CPD Committee will be made by the RANZCOG President for the relevant term of office.

Appointments will be for a period of two (2) years, that is, the full Council term, 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 (1) term.

Membership of the Committee must include representatives from New Zealand and Australia. The membership of the Committee may include but not be restricted to:

- One (1) RANZCOG Board Member or Board-appointed Nominee;
- Four (4) RANZCOG Councillors;
- One (1) Subspecialist Representative;
- One (1) RANZCOG Associate (Procedural or Advanced Procedural) Representative;
- One (1) Certificate in Women's Health or RANZCOG Associate Training Program (Procedural) or RANZCOG Associate Training Program (Advanced Procedural) Trainee Representative; and
- One (1) Community Representative.

Ex-officio members are:

- RANZCOG President;
- RANZCOG CEO; and
- RANZCOG Dean of Education.

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

By accepting the invitation to be a member of the 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; and*
- *Conduct of Meeting Policy.*

5. Management and Coordination

Management of the day-to-day operations of the Committee will be coordinated by the RANZCOG CPD Unit.

6. Chair

The Chair and Deputy Chair shall be appointed by the RANZCOG President. Where possible, the Chair shall be an existing member of the Committee. The tenure of appointment shall be in line with the duration of the relevant Council term.

The Chair can serve the maximum of two (2) two-year terms subject to any additional provisions specified in the *Tenure of Appointment to RANZCOG committees and External Bodies Policy*, as well as clauses 10.4 and 11.4 of the *RANZCOG Constitution*, which governs the terms of office of RANZCOG Councillors and RANZCOG Board members.

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 CPD Committee.

The following matters will be considered by the full 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 is half of those Committee members eligible to vote plus one (1). 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 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 CPD Committee 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 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 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 three (3) times a year during Council and at other times as required.

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	November 2002	RANZCOG Council
v2	July 2003	RANZCOG Council
v3	July 2005	RANZCOG Council
v4	July 2007	RANZCOG Council
v5	July 2009	RANZCOG Council
v6	March 2011	RANZCOG Board
v7	May 2013	RANZCOG Board
v8	November 2014	RANZCOG Board
v9	October 2018	RANZCOG Board
v10	March 2019	RANZCOG Board
v11	November 2020	RANZCOG Board
v12	March 2021	RANZCOG Board
v13	August 2021	RANZCOG Board
v14	March 2023	Delegation to ESC of responsibilities relating to regulation review
v15	June 2023	Updated in accordance with ELT approved global change re Chair maximum tenure
v16	February 2024	Revised to reflect change in nomenclature

Policy Version:	Version 16
Policy Owner:	RANZCOG Innovation, Learning and Quality Assurance
Policy Approved by:	RANZCOG ELT
Review of Policy:	February 2026