

# TERMS OF REFERENCE

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## Title of Committee

AMC and MCNZ Accreditation Steering Group

### 1. Reporting

The AMC and MCNZ Accreditation Steering Group reports directly to the Board. The Group oversees:

- AMC annual/biannual progress reports;
- Comprehensive Reviews to AMC/MCNZ;
- Monitoring progress of activities requested to meet conditions and recommendations of the AMC and/or MCNZ; and
- Anticipating strategic changes required for RANZCOG to meet future AMC/MCNZ accreditation requirements.

### 2. Date of Establishment

The Steering Group was established in July 2021.

### 3. Functions and Responsibilities

**The desired outcome of the AMC and MCNZ Accreditation Steering Group reports is:**

- Compliance with all AMC and MCNZ conditions and recommendations;
- Visibility of activities of RANZCOG management and committees to ensure progress towards AMC and MCNZ accreditation requirements; and
- Communication of AMC and MCNZ requirements to all staff required to be involved with submitting information for report purposes.

#### **Roles and responsibilities**

- Identify, prioritise and manage activities feeding into AMC/MCNZ accreditation;
- Oversee issues or areas needing advice from teams;
- Triage challenges and provide advice to staff and committees; and
- Plan and track strategic changes to prepare RANZCOG for future AMC/MCNZ accreditation.

### 4. Attendees

The Group shall include:

- CEO who will be Chair;
- RANZCOG President;
- Executive Director, Education;
- Dean of Education;
- Chair, ESC;
- Chair, EAC;
- Chair, TAC;
- Chair, SIMG Assessment Committee;
- Chair, CPD Committee;
- Chair, Trainees' Committee;

- Up to two (2) other RANZCOG Fellows who are considered to possess knowledge and experience that would add significantly to the expertise otherwise contained within the membership of the Steering Group;
- Head of Governance and Legal;
- Head of New Zealand National Office; and
- Head of Learning & CPD.

## 5. Management and Coordination

Management and coordination of the day-to-day operations of the Steering Group will be coordinated by the Education Directorate.

## 6. Chair

The Chair will be the CEO, the Deputy Chair will be the Executive Director, Education.

In the absence of the Chair, the Deputy Chair will chair the meeting. If neither is present, a temporary Chair for that meeting must be appointed by those present.

## 7. Observers, Visitors, and subject matter experts

Observers, visitors, and subject matter experts are able to attend meetings following approval by the Chair.

## 8. Meeting Frequency

The group will meet on bimonthly basis, though frequency may vary based on the status of work being undertaken.

## 9. Meeting Papers – Agenda and Minutes

The agenda and action outcomes will be prepared and circulated 3 business days prior to the scheduled meetings.

Agenda items must be forwarded to the Chair for approval prior to circulation.

The actions/outcomes will be circulated to the group in the format of a table and form the agenda for the next scheduled meeting.

Recommendations by the Group will be presented to the relevant committee/s for endorsement or approval at their scheduled meetings and/or by flying minutes.

## 10. Approval Process and Date for Next Review

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	July 2021	ELT
v2	August 2021	CEO (addition of Head of Learning & CPD to membership)
v3	October 2021	Change to reporting line Addition of President and up to two additional Fellows to membership
v4	November 2022	Addition to membership of Chairs of EAC, TAC, SIMG, CPD and Trainee's Committees Removal of Head of CEA from membership (position defunct)
v5	May 2023	Reviewed in accordance with ELT approved global change re maximum Chair tenure policy – No substantive change required

Policy Version:	Version 5
Policy Owner:	RANZCOG Education
Policy Approved by:	RANZCOG ELT (reviewed by Governance & Legal)
Review of Policy:	May 2025