

# TERMS OF REFERENCE

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## Title of Committee

Fellowship Review Committee (FRC)

### 1. Reporting

The FRC reports directly to the RANZCOG Board.

### 2. Date of Establishment

The Committee was established in December 1988.

### 3. Functions and Responsibilities

The Fellowship Review Committee shall undertake the following functions:

- Review and make recommendations in regard to the progress of Fellows who fail to complete the requirements of the College's Continuing Professional Development (CPD) Program.
- To consider applications for reinstatement to active Fellowship of RANZCOG from;
  - Resigned/Retired Fellows;
  - Fellows who submit plans for re-entry to practice; or
  - Suspended Fellows whose Fellowship was suspended as a result of a recommendation from this Committee.

The Committee shall have the power to appoint ad hoc working parties to undertake 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 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 FRC will be made by the RANZCOG Board for a period of two (2) years from the commencement of the Twelfth RANZCOG Council on the recommendation of the President for the relevant term of office.

The Chair and Deputy Chair will be appointed for a period in line with the term of the RANZCOG Council, and in accordance with RANZCOG Policy *Tenure of Appointment to RANZCOG Committees and External Bodies*.

Members representing State and Territory Committees will sit for the tenure of their State and Territory Committee appointment. State and Territory Committee representation will be determined by the State and Territory Committee elections held during the Election Year.

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:

- The RANZCOG Immediate Past President who shall be the Chair;
- The Continuing Professional Development (CPD) Committee Chair who shall be the Deputy Chair;<sup>1</sup>
- The RANZCOG State and Territory Committees and Te Kāhui Oranga ō Nuku Chairs; AND
- The Regional Fellows Committee (RFC) Chair.

Should the Chair of a State and Territory Committee/ Te Kāhui Oranga ō Nuku or the Chair of the Regional Fellows Committee be unable to attend any meeting of the Committee, another member of the relevant Committee should be nominated to attend in place of that member, with the same voting rights. The FRC Chair and Committee Coordinator must be advised prior to the commencement of the meeting of the apologies of such members, and the name and contact details of their nominee for the meeting.

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

Ex-officio members:

- RANZCOG CEO;
- RANZCOG President; and
- 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 on RANZCOG Committees Policy and Procedure;*
- *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 Continuing Professional Development Unit.

## 6. Chair

The Chair and Deputy Chair shall be appointed for the term of Council by the RANZCOG Board on the recommendation of the President. Where possible, the Chair shall 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 FRC.

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.

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<sup>1</sup> Should the Chair of the CPD Committee not be a member of the RANZCOG Board, a member of the RANZCOG Board should be appointed to this Committee in addition to the Chair.

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 the committee members eligible to vote plus one. meeting. 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 Fellowship Review Committee members (including those that were present 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 FRC 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 – Agenda and Minutes

Request for agenda items/reports for any scheduled meeting may be sent to members 21 working days prior to the scheduled meeting date.

All agenda items may be forwarded to the Committee Coordinator, by COB 14 working days prior to the next scheduled meeting. The Chair has the right to refuse to list and item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

The Committee agenda, with attached meeting papers will be distributed 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 of the Committee and any recommendations.

Draft Minutes are to be completed no later than 10 working days following each meeting and passed to the Chair for approval. It is expected that the Chair of the meeting shall approve the minutes within five working days upon receipt.

Full copies of the Draft Minutes, Recommendations/Reports 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 presented to the next meeting of 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 shall meet as required.

### 12. Review of Terms of Reference

Terms of Reference should be reviewed as 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	March 2011	
v2	May 2013	
v3	September 2015	
v4	January 2019	
v5	March 2021	
v6	August 2021	
v7	September 2023	Reviewed in accordance with ELT approved global change re maximum Chair tenure policy – No substantive change required

Policy Version:	Version 7
Policy Owner:	RANZCOG Innovation, Learning and Quality Assurance
Policy Approved by:	RANZCOG ELT (reviewed by Governance & Legal)
Review of Policy:	September 2025