

# TERMS OF REFERENCE

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## Title of Committee

Global Health Committee (GHC)

### 1. Reporting

The GHC shall report directly to the RANZCOG Board on a regular basis.

### 2. Date of Establishment

The Global Health Committee was established in 1982 as the Asia Affairs Committee of the Royal Australian College of Obstetricians and Gynaecologists.

In the years listed, the original name of the Committee was changed to:

- Asia Oceania Affairs Committee (1991);
- Asia Pacific Committee (2006);
- Asia Pacific and Global Women's Health Committee (2014); and
- Global Health Committee (2015).

### 3. Functions and Responsibilities

The responsibilities of the Global Health Committee include, but are not limited to, the following:

- support and promote collaboration between RANZCOG and organisations or individuals active in women's and family health in developing countries;
- increase awareness of issues relating to women's and family health in developing countries;
- promote training, continuing professional development and research work for those involved in women's and family health in developing countries; review applications for Affiliate Membership from Pacific specialist obstetricians and gynaecologists (O&G) and make recommendations to the RANZCOG Board on candidates recommended for RANZCOG Affiliate Membership;
- monitor the CPD Program for Pacific O&G Specialists and provide advice to sustain and support participation in the program;
- consider applications for Pacific scholarships to the RANZCOG ASM, and other scholarship/sponsored places for Pacific O&G specialists and trainees as occur from time to time;
- provide reports on participation by Affiliate Members in the Pacific in the College's CPD Program to the Continuing Professional Development (CPD) Committee;
- liaise with the College CPD Committee in relation to changes to the College's CPD Program for Fellows so that flow-on changes can be implemented to the CPD Program for Pacific O&G specialists; and
- liaise on a regular basis with relevant sections of the Asia and Oceania Federation of Obstetrics and Gynaecology (AFOG) and International Federation of Gynecology and Obstetrics (FIGO) to ensure that issues of women's and children's health in the Pacific region remain on the international agenda.

The Committee shall have the power to appoint ad hoc working parties to undertake particular tasks relating to development/research of policy and related issues when required. Terms of reference for any working party(s) established are to be developed and approved by the RANZCOG Board.

Any recommendations made to the RANZCOG Board regarding initiatives, activities or modifications to policies and/or procedures 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 GHC will be made by the President for the relevant term of office. Appointments will be for a period of two (2) years from the commencement of the Twelfth RANZCOG Council and in accordance with the RANZCOG Policy *Tenure of Appointment to RANZCOG Committees and External Bodies*. Tenure of appointment does not apply to representative roles. 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.

Membership of the committee may include, but not be restricted to:

- One (1) RANZCOG Board Member or Board-appointed Nominee, who shall be Chair;
- Up to four (4) Fellows of the College;
- Chair of the Sexual and Reproductive Health Special Interest Group;
- One (1) RANZCOG Representative on the Asia & Oceania Federation of Obstetrics and Gynecology (AOFOG) Council;
- One (1) Pacific Society for Reproductive Health (PSRH) Representative;
- One (1) RANZCOG Representative on the PSRH Board;
- One (1) Australian Society for Gynaecologic Oncologists (ASGO) Representative
- Up to four (4) members representing organisations based outside of Australia and New Zealand; and
- One (1) RANZCOG Trainee representative (must be a trainee for duration of Council term).

Ex-officio members are:

- RANZCOG President; and
- RANZCOG CEO.

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

The Committee shall have the ability to co-opt individuals with specific expertise, knowledge or background as considered necessary for specified periods of time in order to expedite specific matters. Such individuals may or may not be Fellows of the RANZCOG and will be nominated following discussion between the Chair of the Committee and the President, and subsequent approval by the RANZCOG Board. Co-opted individuals shall have voting rights in regard to the specific matter(s) in which they were appointed to progress.

By accepting the invitation to be a member of the Committee, individual members 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;*
- *Code of Conduct for Members of RANZCOG Bodies; and*
- *Conduct of Meeting Policy.*

## 5. Management and Coordination

Management of the day-to-day operations of the Committee will be coordinated by the Global Health Unit.

## 6. Chair and Deputy Chair

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

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 clause 10.4 of the *RANZCOG Constitution*, which governs the term of office of 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 each meeting of the 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 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. 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 arising from meetings shall be decided by a majority of votes of the members present and voting on that question. 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 Global Health 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 Global Health 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 the 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 may meet three (3) times annually, with two meetings held by teleconference and one meeting in person, if possible. Additional meetings will be held by teleconference 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	July 2009	RANZCOG Council
v2	May 2011	RANZCOG Board
v3	July 2014	RANZCOG Board
v4	November 2016	RANZCOG Board

v5	September 2017	Minor Changes
v6	October 2019	Minor Changes
v7	September 2021	Membership Update & Other Minor Changes
v8	August 2022	Membership Update
v9	October 2022	Membership Update
v10	March 2023	Membership Update
v11	May 2023	Updated in accordance with ELT approved global change re Chair maximum tenure
v12	April 2024	Revised to reflect change in nomenclature and global change to appointments

Policy Version:	Version 12
Policy Owner:	RANZCOG Aotearoa New Zealand and Global Health
Policy Approved by:	RANZCOG ELT (reviewed by Governance & Legal)
Review of Policy:	April 2026