

TERMS OF REFERENCE

Title of Committee

Obstetric and Gynaecology Education and Training (OGET) Steering Group

1. Reporting

The OGET Steering Group will report to the RANZCOG Board.

2. Date of Establishment

The OGET Steering Group was formally constituted in January 2022.

3. Functions and Responsibilities

To oversee the delivery of the OGET Project in collaboration with the OGET Resource Development Working Group to deliver a scalable and sustainable program that can be customised and replicated across other health care settings.

The responsibilities of the OGET Steering Group include the following:

- Oversight of the delivery of the OGET Project as per the OGET project plan;
- Selection of location for the seven (7) hubs and the 4-6 peripheral sites ensuring these sites are located in an MMM2-7 location;
- Oversee the roll out of the program at each hub in collaboration with the OGET Resource Development Working Group;
- Assist College staff with site visits over the project period;
- Oversee and Chair the face-to-face networking meeting; and
- Oversee reporting and evaluation of the project.

4. Membership

All appointments to the OGET Steering Group will be made by the RANZCOG Board on the recommendation of the President for the relevant term of office.

Appointments will be for the duration of the OGET Project from the commencement of the Twelfth RANZCOG Council and in accordance with RANZCOG *Tenure of Appointment to RANZCOG Committees and External Bodies Policy*. Members who serve the maximum number of consecutive terms may be eligible for membership following an absence of one (1) term.

The membership of the OGET Steering Group may include but not be restricted to:

- One (1) RANZCOG Board or Council Member who shall Chair the Committee; and
- One (1) Fellow representing each location of the seven (7) hubs (total of seven (7) Fellows) being Queensland, New South Wales, Victoria, Tasmania, South Australia, Northern Territory, and Western Australia (excluding ACT).

Ex-officio members are:

- RANZCOG President; and
- RANZCOG CEO.

Staff members are:

- Executive Director Innovation Learning and Quality Assurance;
- Head of Engagement and Rural Health; and
- Head of STP and Finance.

All OGET Steering Group members (including ex-officio) shall have full voting rights.

By accepting the invitation to be a member of the OGET Steering Group, 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:

- *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 steering group will be coordinated by the OGET Project Coordinator.

6. Chair

The Chair and Deputy Chair shall be appointed for a period of the term of the current Council by the RANZCOG Board on the recommendation of the President. Where possible, the Chair shall be an existing member of the OGET Steering Group.

The Chair and Deputy Chair shall be appointed for a period of two (2) years. 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 9.4 and 10.4 of the *RANZCOG Constitution*, which governs the terms of office of RANZCOG Councillors and Board members.

The Chair shall have delegated authority to deal with OGET Steering Group matters of a routine and administrative nature. Matters dealt with by the Chair will be tabled at the next meeting of the OGET Steering Group.

The following matters will be considered by the full OGET Steering Group: matters on which no precedent has been established; matters of policy; new issues; specific referral matters; and matters that require the benefit of the full OGET Steering Group 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.

7. Quorum

The number of members required for a formal meeting to proceed is half of those OGET Steering Group 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 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 OGET Steering 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 OGET Steering Group 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 or via BoardEffect) to the OGET Steering Group 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 OGET Steering Group 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 agenda and meeting papers will be distributed to all 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 members no later than 15 working days following the meeting.

Reports and recommendations to the RANZCOG Board are to be prepared by the OGET Steering Group 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 members for ratification at the next meeting of the OGET Steering Group.

11. Frequency of Meetings

The OGET Steering Group will meet four (4) times a year via videoconference 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	January 2022	Creation
v2	February / 2023	Page 1&2 – updated membership and number of hubs
v3	May 2023	Updated in accordance with ELT approved global change re Chair maximum tenure

Policy Version:	Version 3
Policy Owner:	RANZCOG Finance, STP & Risk
Policy Approved by:	RANZCOG ELT (reviewed by Governance & Legal)
Review of Policy:	May 2025