

TERMS OF REFERENCE

Title of Committee

RANZCOG Consumer Network Working Group (CNWG)

1. Reporting

The RANZCOG Consumer Network Working Group shall report to the RANZCOG Board and Council, with specific matters referred through the relevant RANZCOG Committees and College Departments as appropriate.

2. Date of Establishment

The CNWG will be submitted to The Board for approval in March Council week 2020.

3. Functions and Responsibilities

To act as a source of information for the College, providing an independent patient and public perspective from a diverse range of women's health consumers in Australia and New Zealand.

The objectives of the CNWG includes the following:

- Act as a critical friend of the College, providing a patient/public perspective to support the work and strategy of the College;
- Identify and proactively raise the views, interests and concerns of patients and the public on matters relating to O&G women's health;
- To provide patient/public input to topics under debate or issues referred to the Network by committees or College staff; and
- Work with the College to find solutions and strategies to improve women's health and the quality of O&G services.

Any recommendations to the RANZCOG Board regarding initiatives or modifications to the CNWG 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 CNWG will be made by the RANZCOG Board on the recommendation of 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 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 following an absence of one term.

A formal number of committee members will not be mandated; however, it is expected that membership will be capped at 11 members of which two should be Fellows of the College. The membership of the CNWG should encompass representatives of diverse age groups, ethnicities, and life-experiences.

Each membership category of the working group should where possible include representatives from Australia and New Zealand. The membership may include but not be restricted to:

- Committee Chair (RANZCOG Board Member);
- Two (2) clinicians or RANZCOG members, one (1) of these may be a Trainee;
- Three (3) current RANZCOG Consumer Representatives; and

- Five (5) individuals representing a spectrum of experience, age, skills, ethnicity, diversity (not mutually exclusive).

Ex-officio members are:

- RANZCOG CEO; and
- RANZCOG President.

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

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;* and
- *Conduct of Meeting Policy.*

5. Management and Coordination

Management of the day-to-day operations of the working group will be coordinated by the RANZCOG People, Wellbeing and Facilities Directorate.

6. Chair

The Chair and Deputy Chair shall be appointed for a period of two (2) years in line with the term of the RANZCOG Council by the RANZCOG Board. The Chair shall be appointed on the recommendation of the President. A Deputy Chair shall be appointed by the Party.

Where possible, the Chair of the CNWG shall be a RANZCOG Fellow.

The Chair can serve the maximum of two (2) consecutive 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 the authority to delegate the RANZCOG Women's Network matters of a routine and administrative nature. Matters dealt with by the Chair will be tabled at the next meeting of the CNWG.

The following matters will be considered by the full CNWG: 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 CNWG 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 CNWG 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 CNWG.

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 CNWG 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 CNWG 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 outcomes 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 CNWG 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.
- Official records of the meeting agenda and minute documents will be circulated to members via BoardEffect.
- Email and Microsoft Teams will be used to facilitate communication and discussion between members of the CNWG.
- Reports and recommendations are to be prepared by the CNWG coordinator, in conjunction with the Chair, and in consultation with relevant RANZCOG Committees, College staff and other relevant stakeholders.
- Following consultation, reports and recommendations to the RANZCOG Board and Council are to be 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 CNWG.

11. Frequency of Meetings

The CNWG will meet once a year in person during July Council, and via videoconference at least three (3) times a year. Online out of session meetings and consultations may be organised if 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	April 2020	

Policy Version:	Version 2
Policy Owner:	People, Wellbeing & Facilities
Policy Approved by:	ELT (reviewed by Governance & Legal)
Review of Policy:	April 2025