

TERMS OF REFERENCE

Title of Committee

The following State and Territory (S&T) Committees are covered under these Terms of Reference:

- Australian Capital Territory (ACT) Committee;
- New South Wales (NSW) State Committee;
- Queensland (QLD) State Committee;
- South Australian/Northern Territory (SA/NT) State & Territory Committee;
- Tasmanian (TAS) State Committee;
- Victorian (VIC) State Committee; and
- Western Australian (WA) State Committee.

1. Reporting

All S&T Committees of The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) shall report to the RANZCOG Board and Council on a regular basis.

2. Date of Establishment

Regional Committees were formerly known as 'State' Committees and were established in each State/Territory in the Commonwealth of Australia as part of the Australian Council, Royal College of Obstetricians and Gynaecologists (RCOG).

In 1989, a 'Constitution of State and Territory Committees' was developed and approved by the RCOG Australian Council.

In 2000, after the amalgamation of the Royal Australian College of Obstetricians and Gynaecologists (RACOG) and the Royal New Zealand College of Obstetricians and Gynaecologists (RNZCOG), 'State Committees' became known as 'Regional Committees'. Regional Committees were standing committees of Council and were governed by a 'Constitution of Regional Committees' that was ratified by the RANZCOG Council in October 2000.

Following the adoption of a formal constitution of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists in November 2006, Terms of Reference were developed to replace the Constitution of Regional Committees.

Following the approval of Constitution amendments in November 2019, the name of the Regional Committees was changed to 'State and Territory Committees'.

3. Functions and Responsibilities

To discuss, organise and act upon any relevant matters of each State and Territory, and make recommendations to the RANZCOG Board and Council as required.

The responsibilities of the S&T Committees shall be as follows:

General

- To discuss and act upon any matter of local interest to obstetricians and gynaecologists practising in each State and Territory and, provided it does not conflict with existing College policies, to act upon determinations arising from the discussions;
- To discuss any matters referred to the S&T Committee by the RANZCOG Board and/or Council;

- To forward all resolutions made by the S&T Committees to the Committee Coordinators for the RANZCOG Board and/or Council as appropriate;
- In line with the RANZCOG ASM Guidelines and other relevant College policies and procedures, assist with the organisation of College Annual Scientific Meetings (ASMs) and Symposiums being held in the relevant State or Territory;
- To plan and oversee other educational events for members in the relevant State or Territory;
- To recommend to the RANZCOG Board the establishment of subcommittees and/or working parties as may be required from time to time to conduct the business of the S&T Committee. Membership of subcommittees and working parties need not be restricted to members of the S&T Committee or members of the College. If deemed appropriate, Terms of Reference for a working group will be developed;
- To engage with a range of stakeholders relevant to the specialty of obstetrics and gynaecology within each State or Territory; and
- To support and foster relationships with retired Fellows.

Training, Accreditation and Education

- To establish a State & Territory Training Accreditation Committee (S&T TAC) to undertake training accreditation activities within each region (refer to the *Terms of Reference for State and Territory Training Accreditation Committees* for further information);
- The Chairs of the S&T Committees, or his/her nominee, will also be members of the relevant S&T TAC;
- Organise and conduct face-to-face and online education activities for members and other relevant groups; and
- Through the relevant S&T TAC, coordinate and administer the FRANZCOG Training Program in the applicable region, pursuant to overall College policies.

Financial

- Make recommendations to the RANZCOG Board regarding strategic initiatives that require resources not already funded in line with RANZCOG *Delegation Policy and Schedule*. Recommendations must include:
 - the source of funding and how the funding will be raised;
 - a budget detailing all expenses involved; and
 - an explanation of alignment with the College Strategic Plan.

4. State & Territory Office Staff

Staff in State & Territory Offices based in Australia are appointed and employed by the College subject to usual conditions appropriate to Australian employment legislation. Staff in State & Territory Offices are expected to adhere to policies and procedures as determined by the College.

State & Territory Offices staff will report to the Executive Director, Communications and Engagement.

5. Membership

All appointments to S&T Committees shall be made by the RANZCOG Board for a period of two (2) years that is the full Council term, and in accordance with RANZCOG Policy *Tenure of Appointment to RANZCOG Committees and External Bodies*. All committee members may be appointed for a maximum of three (3) consecutive terms. Members who serve the maximum of three (3) terms will be eligible for election to the State/Territory committee following an absence of one (1) two-year term.

Elections shall be conducted by the College Secretary in accordance with the *Election of State & Territory Committees / Aotearoa New Zealand Committee Members Policy and Procedure*. The absolute number of members to be elected shall be determined by the outgoing committee, and finalised for communication to the Election Office prior to the official call for nominations during the Election Year.

The membership of each S&T Committee shall consist of:

- At least three (3) elected Fellows;
- One (1) elected Regional Fellow Representative (with the exception of the TAS State and ACT Territory Committees);
- One (1) elected RANZCOG Associate (Procedural or Advanced Procedural) Representative;
- Chair of the applicable S&T TAC; and

- The Trainee Representative(s) elected onto the RANZCOG Trainees' Committee from the applicable State or Territory.

Ex-officio members are:

- RANZCOG President;
- RANZCOG Immediate Past President;¹
- Members of RANZCOG Council from the applicable State or Territory (including the Chair, Associate Procedural Members and Certificants Committee (APMCC)) resident in the applicable State or Territory; and
- RANZCOG Chief Executive Officer.

Elected Positions

Unless otherwise stated, members of each S&T Committee shall be elected from those Fellows who are fully financial and resident in the applicable State or Territory. For election purposes, to be deemed a financial Fellow, the member will have no outstanding monies owing to the College, including the annual subscription fee for the relevant financial period.

For the Regional Fellow Representative, where the Regional Fellowship of a particular State is 20 per cent or more of the total State Fellowship, two (2) Regional Fellows may be elected.

For the SA/NT State & Territory Committee, the Regional Fellow Representative can either be from South Australia or the Northern Territory. The elected Regional Fellow for each State or Territory will also serve on the College Regional Fellows Committee. For the SA/NT State & Territory Committee, there shall be at least one (1) member, but no more than two (2), from the Northern Territory.

The RANZCOG Associate (Procedural or Advanced Procedural) Representative shall be elected from those Associate (Procedural and Advanced Procedural) members who are fully financial, and resident in the applicable State or Territory. For election purposes, to be deemed a financial Associate (Procedural and Advanced Procedural), the member will have no outstanding monies owing to the College, including the annual subscription fee for the relevant financial period. Elected Associate (Procedural and Advanced Procedural) Representative on each S&T Committee will also serve on the Associate Procedural Members and Certificants Committee (APMCC).

Co-opted Positions

Each S&T Committee shall have the power to co-opt up to two (2) people. Co-opted members shall have voting rights. Such co-opted members shall hold office for one (1) year only. They may be co-opted again, but only for a maximum of three (3) years in succession. Where a member has been co-opted for three (3) years in succession, the individual shall be eligible for re-appointment onto the S&T Committee as either a co-opted member or an elected member following an absence of one (1) two-year term.

Consumer Representative

A Consumer Representative may be appointed by the Committee in accordance with the *Consumer Representatives on RANZCOG Council and Committees: Appointment and Remuneration Policy and Procedure*. Consumer Representatives do not have voting rights.

By accepting the invitation to be a member of a S&T 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;*

¹ The RANZCOG Immediate Past President will be an ex-officio voting member of the relevant State or Territory Committee for the two-year term of the RANZCOG Council following their term as President.

All elected and Ex-officio members shall have full voting rights. Only one (1) Trainee Representative shall have voting rights.

- *College Organisational Values;*
- *Confidentiality Policy: Board, Council and Committees;*
- *Conflict of Interest Policy;* and
- *Conduct of Meeting Policy.*

6. Jean Murray Jones (JMJ) Scholarship – WA State Committee

The JMJ Scholarship provides financial assistance to a FRANZCOG Advanced Trainee or RANZCOG Fellow based in Western Australia to undertake training or professional development outside Western Australia in the field of women's health.

Following the disbandment of the JMJ Bequest Oversight Committee in November 2023, the oversight of the funds generated by the estate of the late Dr Jean Murray Jones bequeathed to the College will be undertaken by the Research Grants Committee (RGC) from the term of the Thirteenth RANZCOG Council and onwards.

In order to undertake this function, the WA State Committee should make recommendations regarding the JMJ Scholarship applications to the Research Grants Committee.

7. Management and Coordination

Management of the day-to-day operations of each S&T Committee will be undertaken by the State & Territory Offices with the overall responsibility resting with the appointed State or Territory Member Engagement Lead.

8. Chair and Deputy Chair

A Chair and Deputy Chair will be appointed from the committee for a period of two (2) years by the RANZCOG Board on the recommendation of the S&T Committee. The Chair should preferably have served at least one (1) term on the relevant S&T Committee immediately prior to the current term.

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*.

The Chair shall have delegated authority to deal with S&T Committee matters of a routine and administrative nature. Matters dealt with by the Chair will be tabled at the next S&T Committee meeting.

The following matters will be considered by the full S&T Committee: matters on which no precedent has been established; matters of policy; new issues; specific referral matters; and matters which require the benefit of full State and Territory Committee discussion.

In the absence of the Chair at a S&T Committee meeting, the Deputy Chair will have responsibility of chairing the meeting. When a meeting is convened and neither the Chair nor Deputy Chair is present, a temporary Chair for that meeting should be appointed by those present.

9. Quorum

The number of members required for a formal meeting to proceed is half of those committee members eligible to vote plus one (1). Ex-officio members can be included in the quorum if in attendance at a meeting. If ex-officio voting 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 their vote as a member of the committee.

10. Flying Recommendations

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 S&T Committee members (including those that were present at the meeting in question), requesting them to indicate their support or objection to the recommendation.

For the recommendation to be effective, a quorum must have voted on it. 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 S&T Committee meeting, all 'flying recommendations' and their outcome(s) must be formally recorded in the minutes.

Members who are physically in attendance or in virtual attendance (e.g., by videoconference or teleconference call) shall constitute the quorum.

11. 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'. When College staff are required to attend, the Committee Coordinator will advise the Chair prior to the meeting.

12. Meeting Papers – Agenda and Minutes

A Meeting Notice / Request for agenda items/reports for any scheduled meeting may be sent to S&T Committee members by the State or Territory Member Engagement Lead 21 working days prior to the scheduled meeting date.

All Committee agenda items may be forwarded to the State or Territory Member Engagement Lead 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 Meeting agenda and 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 and any recommendations.

Draft minutes are to be completed by the State or Territory Member Engagement Lead 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.

Where reports and recommendations to the RANZCOG Board are required, they are prepared by the State or Territory Member Engagement Lead, in conjunction with the Chair, and provided to the RANZCOG Board Coordinator for inclusion on the next meeting agenda of the RANZCOG Board.

Where a report on State or Territory activities is required, it is provided to the RANZCOG Council coordinator for inclusion on the Council agenda.

The minutes shall be submitted to Committee members for ratification at the next meeting of the State and Territory Committee.

Important matters received between meetings are to be notified to the Executive Office & Advocacy, Office of the President and CEO.

13. Frequency of Meetings

S&T Committees shall meet at least three (3) times a year or as required by the RANZCOG Board. Meetings are generally held face-to-face with the option for attendance by videoconference or teleconference.

14. Travel Expenses for Meetings

Committee members who, because of geographical location, (e.g., outside the metropolitan area) are unable to attend meetings in person should participate via videoconference or teleconference. However, these Committee members may attend one (1) face-to-face meeting per year, where travel expenses (e.g., airfares, accommodation) are met from the approved S&T Committee budget. Attendance at one (1) meeting face-to-face per annum is to be determined in consultation with the Committee Chair and Member Engagement Lead prior to undertaking any travel commitment. Refer to *RANZCOG Travel and Accommodation Policy and Guidelines*.

15. Review of Terms of Reference

Terms of Reference should be reviewed as considered necessary, but at least every two (2) years prior to the State and Territory Committees election cycle.

16. Approval Process and Date for Next Review

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	July 2011	RANZCOG Board
v2	June 2013	RANZCOG Board

v3	May 2015	RANZCOG Board
v4	July 2017	RANZCOG Board
v5	September 2017	RANZCOG Board (Minor Revisions)
v6	June 2019	Executive Leadership Team
v7	February 2020	Executive Leadership Team
v8	October 2020	RANZCOG Board
v9	May 2021	RANZCOG Board
v10	April 2023	Updated in accordance with ELT approved global change re Chair maximum tenure
v11	June 2023	Minor position title changes
v12	October 2023	Addition of section 6, governing JMJ Scholarship by the WA State Committee
v13	February 2024	Revised to reflect change in nomenclature.

Policy Version:	Version 13
Policy Owner:	RANZCOG Communications & Engagement – State & Territory Offices
Policy Approved by:	RANZCOG GFARM
Review of Policy:	October 2026