

# TERMS OF REFERENCE

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## Title of Committee

Trainees' Committee

### 1. Reporting

The Trainees' Committee shall report directly to the RANZCOG Board.

The Trainees' Committee reports on its activities to the RANZCOG Council, Training Accreditation Committee (TAC), Examination and Assessment Committee (EAC) and Education Standards Committee (ESC).

### 2. Date of Establishment

The Trainees' Committee was originally the Trainees' Subcommittee of the College Training and Accreditation Committee and was established in 1999.

The Subcommittee became a Standing Committee of Council on 17 July 2009.

### 3. Functions and Responsibilities

To represent the interests and concerns of RANZCOG trainees and Specialist International Medical Graduates (SIMGs) in discussion and decision-making relating to training and assessment, as well as broader issues relating to the discipline of obstetrics and gynaecology.

The responsibilities of the Trainees' Committee include the following:

- advocate the views and concerns of all trainees to the RANZCOG Board and other committees and working groups, as appropriate;
- make recommendations to the RANZCOG Board and training and assessment committees on matters relating to training and assessment;
- provide a forum for discussion between trainees at all levels, and from all Australian States and Territories and New Zealand, in order to identify concerns that might impact on their training and assessment;
- assist in the dissemination of information from the College to trainees, in consultation with relevant groups and individuals, as appropriate;
- advise and support Australian State and Territory and New Zealand trainee representatives and improve communications amongst trainees at a State, Territory and NZ level.

The Committee shall have the power to appoint ad hoc working parties to undertake particular 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 Committee will be made by the RANZCOG President following elections during the Election Year, for two (2) years, that is, the full Council term, and in accordance with *RANZCOG Policy Tenure of Appointment to RANZCOG Committees and External Bodies* and with *Election of Representatives onto the Trainees' Committee Policy and Procedure*.

Australian Basic or Advanced Trainees will vote for the nominated candidates in their particular Australian State, or Territory. New Zealand Basic or Advanced Trainees will vote for the nominated candidates in their particular region (either North or South Island). Certificate of Women's Health/RANZCOG Associate Training Program (Procedural) (PTP)/Associate Training Program (Advanced Procedural) (APTP) Trainees, and Specialist International Medical Graduates (SIMGs) who have been assessed as partially comparable to an Australian Trained Specialist and who is undertaking in-hospital training in order to meet RANZCOG Fellowship requirements will vote for the nominated CWH/PTP/APTP or SIMG candidates respectively.

The Subspecialties Trainee Representative position will represent the views of trainees across all five (5) Subspecialty training programs and be appointed to the Committee by an expression of interest process from among the trainee members of all five (5) subspecialty committees (CGO, CU, COGU, CFM, CGO).

The membership of the Committee may include but is not restricted to:

- One (1) FRANZCOG Trainee Representative each from South Australia/Northern Territory, Western Australia, Australian Capital Territory, and Tasmania, who are all registered FRANZCOG trainees;
- Two (2) FRANZCOG Trainee Representatives from New Zealand (one (1) for the North Island and one (1) for the South Island), who are registered FRANZCOG trainees;
- Two (2) FRANZCOG Trainee Representatives from New South Wales (ideally one (1) Basic trainee and one (1) Advanced trainee. In the event both are Basic trainees they must be from different Integrated Training Programs), who are registered FRANZCOG trainees;
- Two (2) FRANZCOG Trainee Representatives from Queensland (ideally one (1) Basic trainee and one (1) Advanced trainee. In the event both are Basic trainees they must be from different Integrated Training Programs), who are registered FRANZCOG trainees;
- Two (2) FRANZCOG Trainee Representatives from Victoria (ideally one (1) Basic trainee and one (1) Advanced trainee. In the event both are Basic trainees they must be from different Integrated Training Programs) who are registered FRANZCOG trainees;
- One (1) Subspecialties Trainee Representative, who is a registered trainee in one (1) of the five (5) subspecialty training programs;
- One (1) CWH/PTP/APTP Representative, who is a registered trainee in the Certificate of Women's Health, PTP or APTP;
- Two (2) PTP/APTP Representatives who are registered trainees in the PTP or APTP (or three (3) such representatives if the elected trainee above is a CWH trainee)
- One (1) SIMG Representative, who has been assessed as partially comparable to an Australian Trained Specialist and is required to undertake a period of in-hospital training in order to meet RANZCOG Fellowship requirements;
- One (1) nominee of the RANZCOG TAC, who will be a Councillor;
- one (1) nominee of the RANZCOG EAC, who will be a Councillor; and
- One (1) Fellow of less than five years' standing.

Ex officio members are:

- RANZCOG President;
- RANZCOG CEO; and
- Dean of Education.

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

In the event a Trainee Representative transfers from their representative state or is elevated to Fellowship, they will no longer be eligible to remain in the trainee representative position.

In the event of a casual vacancy, a new Trainee Representative may be appointed for the remainder of the relevant Council term from either the same or a different Subspecialty committee training program.

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 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 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 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. Membership Representation on Council Committees

Three (3) Trainees' Committee representatives, as elected by the Committee members, will become members of Council for the two-year term of Council:

- Chair, Trainees' Committee: voting rights role;
- Deputy Chair, Trainees' Committee (Australia): non-voting role; and
- Deputy Chair, Trainees' Committee (New Zealand): non-voting role.

Trainees' Committee representatives will also sit and have voting rights on a number of other Council Committees, as determined by those committees' Terms of Reference. The allocation of representatives to each relevant committee to be decided by the Trainees' Committee Chair in consultation with these representatives.

## 6. Management and Coordination

Management of the day-to-day operations of the Trainees' Committee will be coordinated by the RANZCOG Education Directorate.

## 7. Chair

The Chair shall be a registered RANZCOG trainee and an existing elected member of the Committee and shall be elected by Committee members for a period of two (2) years, approved by RANZCOG Board on the recommendation of the committee and President. This election will occur at the Committee meeting immediately following the biennial Trainees' Committee elections.

The Chair can serve the maximum of two (2) two-year terms subject to their eligibility requirements in accordance with these terms of reference and 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 Committee matters of a routine and administrative nature. Matters dealt with by the Chair will be tabled at the next 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 which require the benefit of full committee discussion.

Two (2) existing elected members of the Committee will be appointed by the Chair and the members of the Committee to the position of Deputy Chairs (one (1) based in Australia and one (1) based in New Zealand) to assist the Chair in matters relating to the work of the Committee.

Where the Chair is unable to act due to conflict of interest or otherwise, a 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, a Deputy Chair will chair the meeting. When a meeting is convened and neither the Chair nor a Deputy Chair is present, a temporary Chair for that meeting must be appointed by those present.

In the event that a Chair or a Deputy Chair moves to another State, Territory or country, or is elevated to Fellowship, they may continue to serve out their two-year term as Chair or a Deputy Chair but will not have any specific representative duties. In these cases, a casual vacancy election will be required for the relevant State, Territory, or country /trainee cohort.

## 8. 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 voting 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 question 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 case of a motion with equal votes 'for' and 'against', the Chair will have a deliberate 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 Committee members (including those that were present at the meeting in question) requesting them to indicate their support or objection to the recommendation.

## 9. 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 Committee meeting, all flying recommendations and their outcome must be formally minuted.

## 10. 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'.

## 11. 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.

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 meeting 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.

## 12. Meeting Papers – Agenda and Minutes

Meetings will be held three (3) times a year; two (2) via video/teleconference, and one (1) annual face-to-face meeting held around/during November Council Week in Melbourne.

## 13. Review of Terms of Reference

Terms of Reference should be reviewed as considered necessary; but at least every two (2) years.

## 14. Approval Process and Date for Next Review

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	March 2013	RANZCOG Board
v2	March 2014	RANZCOG Board
v3	May 2015	RANZCOG Board
v4	October 2018	RANZCOG Board
v5	November 2020	RANZCOG Board
v6	September 2021	RANZCOG Board
v7	February 2022	RANZCOG Board
v8	March 2023	Addition of content in relation to trainee representatives no longer being eligible if they elevate to Fellowship or move out of their representative state; approved by ELT
v9	May 2023	Updated in accordance with ELT approved global change re Chair maximum tenure
v10	August 2023	Including three (3) PTP/APTP representatives in the membership
v11	February 2024	Revised to reflect change in nomenclature

Policy Version:	Version 11
Policy Owner:	RANZCOG Education
Policy Approved by:	RANZCOG ELT
Review of Policy:	February 2026