

TERMS OF REFERENCE

Title of Committee

Women's Health Committee (WHC)

1. Reporting

The WHC shall report to the RANZCOG Board and Council on a regular basis with specific matters referred through the RANZCOG Council as appropriate.

2. Date of Establishment

The Health Care Committee was established in 1989, following the amalgamation of the Family Health Committee and the Therapeutic Committee.

In 1998, the name of the Committee was changed to the Women's Health Committee (WHC).

3. Functions and Responsibilities

To advise the RANZCOG Board and Council on all matters concerning the provision of women's health services, with particular reference to obstetrical and gynaecological patient care.

The responsibilities of the WHC include the following:

- Respond on behalf of the College to enquiries regarding women's health issues, the reproductive health of the Australian and New Zealand community and the provision of services in obstetrics and gynaecology;
- Review existing and develop new statements, guidelines and other types of advice (e.g., College Communiqués) on the provision of obstetrical and gynaecological patient care;
- Following a request from an organisation, review existing guidance on obstetrical and gynaecological care developed by external groups, with a view towards possible endorsement of these for use by College Fellows;
- Review existing and develop new patient education material on the obstetrical and gynaecological health of women;
- Review and make suggestions for the activities of the Women's Health Services;
- Make suggestions regarding women's health topics and issues for possible publication in College communications and training programs;
- Liaise with the Aboriginal and Torres Strait Islander Women's Health Committee; and
- Liaise with the He Hono Wāhine Committee as required.

The Committee shall have the power to appoint ad hoc working parties or guest authors to undertake particular tasks relating to the development/research of policy and related issues being considered by the WHC. Terms of reference for any working party(s) established are to be developed using the template pre-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.

The following steering committee directly reports to the WHC:

- Fetal Surveillance Education Program Steering (FSEP) Committee.

The following committee provides reports to the WHC for information:

- Endoscopic Surgery Advisory Committee (RANZCOG/AGES).

4. Membership

All appointments to the Women's Health Committee (WHC) will be made by the RANZCOG President for the relevant term of office.

Appointments will be for a period of two (2) years, that is, the full term of the Council, and in accordance with the RANZCOG Policy *Tenure of Appointments to RANZCOG Committees and External Bodies*. 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.

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

- Up to two (2) but no less than one (1) member/s of the RANZCOG Board;
- Deputy Chair (Obstetrics);
- Deputy Chair (Gynaecology);
- One (1) Aboriginal and Torres Strait Islander Women's Health Committee representative;
- The RANZCOG Councillor representing Māori Fellows resident in New Zealand;
- Other Councillors as deemed necessary by the WHC;
- Up to one (1) Regional Fellow;
- One (1) Associate (Procedural or Advanced Procedural) Representative;
- One (1) Sexual and Reproductive Health Special Interest Group (SRHSIG) representative;
- One (1) Specialist International Medical Graduate (SIMG) representative;
- One (1) Trainee Representative;
- One (1) Community Representative;
- One (1) Midwifery Representative, Australia; and
- One (1) Midwifery Representative, Aotearoa New Zealand.

Ex-officio members are:

- RANZCOG President; and
- RANZCOG CEO.

All Committee members (including Ex-officio members) shall have full voting rights. All Committee members appointed to consider specific matters have voting rights in regard to that matter.

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 RANZCOG and will be nominated following discussion between the Chair of the Committee and the President.

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 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 Committee;*
- *Conflict of Interest Policy;* and
- *Conduct of Meetings Policy.*

5. Management and Coordination

Management of the day-to-day operations of the Committee will be undertaken by the RANZCOG Innovation, Learning & Quality Assurance Directorate.

6. Chair and Deputy Chairs

The Chair and Deputy Chairs shall be appointed for a period of two (2) 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 clauses 10.4 and 11.4 of the *RANZCOG Constitution* when and if applicable.

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

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.

Where the Chair is unable to act due to conflict of interest or otherwise, one of the Deputy Chairs 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, one of the Deputy Chairs will be appointed to Chair the meeting by those members 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 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 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 WHC 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 WHC 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.

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 scheduled meeting. At this time, any 'preliminary recommendations' (new statements/major rewrites of statements presented at the previous Council meeting) will also be provided to Councillors who are not WHC members, flagging that a final recommendation is expected to be presented at the subsequent RANZCOG Board/Council 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 will meet face-to-face three times (3) a year during Council Weeks. Additional teleconferences may be scheduled at the Chair's discretion or as required by the RANZCOG Board.

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	March 2008	
v2	March 2011	
v3	March 2013	
v4	July 2014	
v5	May 2015	
v6	September 2021	
v7	March 2022	Update reflects Board approval for WHC to establish working parties using a pre-approved working party ToR
v8	April 2022	Elected Māori Councillor and a New Zealand Midwifery Representative listed in the Committee Membership
v9	April 2022	Board approved ToR with amendment: up to one (1) Regional Fellow listed in the Committee Membership
v10	April 2023	Updated in accordance with ELT approved global change re Chair maximum tenure

v11 February 2024 Revised to reflect change in nomenclature.

Policy Version:	Version 11
Policy Owner:	RANZCOG Innovation, Learning & Quality Assurance
Policy Approved by:	RANZCOG ELT
Review of Policy:	February 2026