

# TERMS OF REFERENCE

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## Title of Committee

Aotearoa New Zealand Committee (AoNZC)

### 1. Reporting

The Aotearoa New Zealand Committee (formerly the New Zealand Committee, and Te Kāhui Oranga ō Nuku) will report to the RANZCOG Board via Te Kāhui Oranga ō Nuku.

### 2. Date of Establishment

The New Zealand Committee of The Royal Australian and New Zealand College of Obstetricians and Gynaecologist first met in February 1999, following amalgamation of the Royal Australian College of Obstetricians and Gynaecologists (RACOG) and the Royal New Zealand College of Obstetricians and Gynaecologists (RNZCOG) and succeeded many of the functions of the Council of RNZCOG.

A constitution of the New Zealand Committee was approved by Council in July 2001.

Following the adoption of a formal RANZCOG Constitution in November 2006, a Terms of Reference to replace the Constitution of the New Zealand Committee was developed.

In 2019 the New Zealand Committee was renamed Te Kāhui Oranga ō Nuku as gifted by He Hono Wāhine.

In June 2023 the RANZCOG Board approved a proposal to revise the Aotearoa New Zealand committee structure and formally recognise The Executive as having overarching leadership for Aotearoa New Zealand affairs. In reflection of these changes, Te Kāhui Oranga ō Nuku was renamed the Aotearoa New Zealand Committee, and The Executive adopted Te Kāhui Oranga ō Nuku's title, in consultation with He Hono Wāhine.

These changes embed RANZCOG's commitment to a te Tiriti o Waitangi partnership between He Hono Wāhine and the Aotearoa New Zealand Committee, as both committees now directly report to Te Kāhui Oranga ō Nuku.

### 3. Functions and Responsibilities

The Aotearoa New Zealand Committee's core function is to oversee training and educational events in Aotearoa New Zealand, and to support and engage with Aotearoa New Zealand members.

The Aotearoa New Zealand Committee shall undertake the following broad functions:

#### General

- To ensure that RANZCOG's training and educational activities give consideration to the specific context of O&G in Aotearoa New Zealand, including a focus on equity for Māori by upholding RANZCOG's commitment to Te Tiriti o Waitangi, and supporting RANZCOG's Te Rautaki Māori me Te Ara Whakamua (Māori Strategy and action plan).
- To report to Te Kāhui Oranga ō Nuku.

### Advocacy

- To identify issues and opportunities related to women's health and the practice of obstetrics and gynaecology in Aotearoa New Zealand and refer these to Te Kāhui Oranga ō Nuku with recommendations where appropriate.
- To contribute to advocacy activities as requested by Te Kāhui Oranga ō Nuku, including participating in external working groups as a RANZCOG representative.
- To identify, and in consultation with Te Kāhui Oranga ō Nuku, support initiatives that improve health outcomes for women, gender diverse people requiring O&G care, and babies in Aotearoa New Zealand.
- To support the National O&G Clinical Directors Network (CDN) to work collaboratively on matters that impact the health outcomes for women, gender diverse people requiring O&G care, and babies in Aotearoa New Zealand.

### Member Engagement

- To plan and oversee member engagement activities.
- To support and foster relationships with retired Fellows.
- To support and foster relationships with early career Fellows.
- To support and foster relationships with O&G clinical leaders through the CDN.
- To consider and recommend the conferral of New Zealand honours and awards on individuals who have contributed to the work of the College within Aotearoa New Zealand and/or to women's health more broadly.
- To support Aotearoa New Zealand members who are struggling with CPD requirements.

### Training, Accreditation and Education

- Through the New Zealand Training and Accreditation Committee, to oversee FRANZCOG training and accreditation activities within Aotearoa New Zealand.
- To support the New Zealand Training and Accreditation Committee to identify and escalate or address issues relating to FRANZCOG training in Aotearoa New Zealand.
- To plan and oversee Aotearoa New Zealand ASMs.
- To organise and conduct education courses and activities for members and other relevant groups.

### Specialist International Medical Graduates (SIMG)

- To appoint a SIMG Assessor Panel Chair, Deputy Chair, and a panel of assessors who undertake assessments of overseas specialists at the request of the Medical Council of New Zealand.
- To oversee the work of the Aotearoa SIMG Assessment Panel through regular reports.
- To ensure that the Aotearoa SIMG process includes appropriate assessment of cultural context while working in Aotearoa, and that incoming SIMGs have an understanding of te Tiriti o Waitangi, culturally safe practice and the status of Māori in Aotearoa.

All recommendations that have budgetary or other resource implications must be fully costed before being submitted to Te Kāhui Oranga ō Nuku for approval.

The following committees/subcommittees provide reports to AoNZC:

- New Zealand Training Accreditation Committee (NZTAC)
- New Zealand Specialist International Medical Graduate (SIMG) Assessor Panel

#### 4. Membership

All appointments to the Aotearoa New Zealand Committee shall be made by the RANZCOG Board for the relevant term of office.

Appointments will be for a period of two (2) years from the commencement of the Thirteenth RANZCOG Council and in accordance with 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) two-year term.

Elections shall be conducted by the Company Secretary in accordance with the *Policy and Procedure for the Election of State and Territory Committee / Te Kāhui Oranga ō Nuku Members*. The absolute number of members to be elected shall be determined by the outgoing Committee and shall be no greater than eleven (11).

The membership of the Aotearoa New Zealand Committee shall consist of:

- Chair of the Aotearoa New Zealand Committee
- At least three (3) elected Fellows
- Two (2) elected members of RANZCOG Council from Aotearoa New Zealand
- Chair of the New Zealand Training Accreditation Committee
- Chair of the New Zealand Specialist International Medical Graduate (SIMG) Assessor Panel
- The elected New Zealand Trainee Representative who is the Deputy Chair on the RANZCOG Trainees' Committee or other elected NZ Trainee Representative
- Up to two (2) Community Representatives
- Up to three (3) co-opted members as required by the Aotearoa New Zealand Committee

Ex-officio members are:

- RANZCOG President
- Chair of Te Kāhui Oranga ō Nuku/ RANZCOG Aotearoa New Zealand Vice President
- Elected Aotearoa New Zealand Board Members
- Chair of He Hono Wāhine
- Elected Māori Councillor
- RANZCOG Chief Executive Officer

Staff in attendance are:

- Executive Director Aotearoa New Zealand and Global Health
- Committee Coordinator

All members (including ex-officio) of the AoNZC shall have full voting rights.

By accepting the invitation to be a member of the Aotearoa New Zealand 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 Committees*
- *Conflict of Interest Policy*
- *Conduct of Meeting Policy*

All Aotearoa New Zealand Committee members (excluding Community Representatives) are required to complete either the MIHI cultural competence course run for RANZCOG, or an equivalent course approved by Te Kāhui Oranga ō Nuku, within one (1) year of their appointment.

### **Elected Positions**

Unless otherwise stated, members of the Aotearoa New Zealand Committee shall be elected from those Fellows who are fully financial and resident in Aotearoa New Zealand. 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.

### **Co-opted Positions**

The Aotearoa New Zealand Committee shall have the ability to co-opt individuals with specific expertise, knowledge or background as considered necessary for specified periods of time. Such individuals may or may not be Fellows of RANZCOG. Co-opted members are appointed by the Board on the recommendation of Te Kāhui Oranga ō Nuku for a specified period of time within the relevant term of office. They may be co-opted again, but only for a maximum of three (3) terms in succession. Where a member has been co-opted for three (3) terms in succession, the individual shall be eligible for re-appointment onto the Aotearoa New Zealand Committee as either a co-opted or elected member following an absence of one (1) two-year term.

### **Community Representative(s)**

Up to two (2) Community Representatives may be appointed by the Board on the recommendation of Te Kāhui Oranga ō Nuku in accordance with *Consumer/Community Representatives on RANZCOG Council and Committees: Appointment and Remuneration Policy and Procedure*.

## **5. Management and Coordination**

Management of the day-to-day operations of the Aotearoa New Zealand Committee will be undertaken through the Aotearoa New Zealand Office with overall responsibility resting with the Executive Director Aotearoa New Zealand and Global Health.

## **6. Chair**

The Chair will be appointed from existing Aotearoa New Zealand Committee Fellow members for a period of two (2) years, from the commencement of the new Council term, by the RANZCOG Board on the recommendation of the outgoing Aotearoa New Zealand Committee and Te Kāhui Oranga ō Nuku.

Aotearoa New Zealand Committee members shall be asked to indicate interest in assuming the position of Chair in advance of the final meeting of the outgoing Aotearoa New Zealand Committee. The first item on the agenda shall be the appointment of the Aotearoa New Zealand Committee Chair for the new Council term, with names of interested members listed on the agenda. Where more than one member has indicated interest, the candidates shall be required to leave the room to allow voting to occur at the meeting.

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 Aotearoa New Zealand Committee matters of a routine and administrative nature. Matters dealt with by the Chair will be tabled at each meeting of the Aotearoa New Zealand Committee.

The following matters will be considered by the full Aotearoa New Zealand 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 Aotearoa New Zealand Committee discussion.

In the absence of the Chair at a committee meeting, the Deputy Chair(s) will have responsibility of chairing the meeting.

When a meeting is convened and neither the Chair nor Deputy Chair(s) is present, a temporary Chair for that meeting should be appointed by those present.

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. Deputy Chair(s)

The Deputy Chair(s) will be appointed from Fellow members of the Aotearoa New Zealand Committee for a period of two years by the RANZCOG Board on the recommendation of Te Kāhui Oranga ō Nuku. Up to two Deputy Chairs can be appointed if recommended by Te Kāhui Oranga ō Nuku and Aotearoa New Zealand Committee.

Aotearoa New Zealand Committee members shall be asked to indicate interest in assuming the position of Deputy Chair in advance of the first meeting of the incoming Aotearoa New Zealand Committee. The first item on the agenda shall be the appointment of the Aotearoa New Zealand Committee Deputy Chair(s), with names of interested members listed on the agenda. Where multiple members have indicated interest, the candidates shall be required to leave the room to allow voting to occur at the meeting.

## 8. Quorum

The number of members required for a formal meeting to proceed is half of those Aotearoa New Zealand 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 AoNZC.

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 AoNZC 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 AoNZC 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.

## 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

- 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 AoNZC coordinator by close of business 10 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 five (5) 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 Te Kāhui Oranga ō Nuku are to be prepared by the AoNZC coordinator, in conjunction with the Chair, and provided to the Te Kāhui Oranga ō Nuku coordinator for inclusion on the next meeting agenda of Te Kāhui Oranga ō Nuku.
- The minutes shall be submitted to members for ratification at the next meeting of the AoNZC.

## 12. Frequency of Meetings

The Aotearoa New Zealand Committee shall meet four (4) times a year in person or via videoconference and at other times as required.

## 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	11 July 2011	RANZCOG Board
v2	28 June 2013	RANZCOG Board
v3	November 2013	RANZCOG Board
v4	May 2015	RANZCOG Board
v5	September 2017	RANZCOG Board
v6	June 2019	RANZCOG Board
v7	May 2021	RANZCOG Board
v8	December 2021	RANZCOG Board – removed previous term requirements for Deputy Chair and allow up to 2 Deputy Chairs
v9	June 2023	Updated in accordance with ELT approved global change re Chair maximum tenure; Minor changes to titles throughout
v10	XXX 2023	Renamed Aotearoa New Zealand Committee and updated to reflect Board approved changes to Aotearoa committee structure

Policy Version:	Version 10
Policy Owner:	RANZCOG Aotearoa New Zealand and Global Health
Policy Approved by:	RANZCOG ELT (reviewed by Governance & Legal)
Review of Policy:	June 2025