



TERMS OF REFERENCE

Title of Committee:

GP Obstetrics Advisory Committee

1. Reporting to:

The GP Obstetrics Advisory Committee reports to Council on matters relating to Diplomates via the Executive Committee.

2. Date of Establishment

The committee was established on 19 August 2005.

3. Functions and Responsibilities

The Advisory Committee (known as the Committee) represents all RANZCOG Diplomates holding the DRANZCOG Advanced, DRANZCOG and DipRACOG.

The Committee's key function is to facilitate the involvement and representation of Diplomates in the functions of the College, including the process of discussion and decision-making relating to continuing professional development as well as broader issues relating to obstetrics and gynaecology.

The specific functions of the Committee are as follows:

- To act as an advocate for the views and concerns of all Diplomates to the Executive Committee and specific working groups, as appropriate.
- To make recommendations to Council on matters relating to Diplomates via the Executive Committee.
- To foster positive interaction between Diplomates and the College.
- To provide a forum for discussion between Diplomates from a diverse range of practice in order to identify concerns that might impact on their professional development and /or practice.
- To provide a means of disseminating information from the College to Diplomates, in consultation with the CEO, and Executive Committee
- All business handled by the GPOA Committee must comply with the Committee's terms of reference.

All decisions that have budgetary implications must be fully costed before being submitted to Executive/Council for approval.

4. Membership

Any person who is a Diplomate of the College is eligible to become a member of the Committee. Terms of membership are in accordance with Council terms as specified in the RANZCOG Constitution. Members are elected as described below for a period of two years, but shall not serve more than three (3) consecutive two-year periods. The membership of the Committee will include:

- three procedural Diplomates (intrapartum care),
- two shared care Diplomates (not involved in intrapartum care),
- JCCO Chairman
- All Committee members to have voting rights.

Ex officio members are:

- RANZCOG President
- RANZCOG Councillors not appointed to the GPOA Committee
- RANZCOG CEO

Ex officio members do not have voting rights.

Nominations for the Committee are called for every two years at the same time as nominations to Council and Standing Committees, or when a position on the Committee falls vacant. Calls for expressions of interest in nominating are placed on the RANZCOG website.

In the event that there is more than one nominated candidate for each position on the Committee, a formal election is held for that position.

- These formal elections are co-ordinated by the Executive Services Manager in line with RANZCOG policy.
- Diplomates vote for the nominated candidates in their particular group.
- Successful candidates are selected on a 'first past the post' system. In the case of two or more candidates for any position receiving an equal number of votes, the returning officer shall determine the candidate deemed to have the higher number of votes by lot.

The Committee has the ability to co-op members as required to ensure a broad representation.

The Chair and one other member of the Committee are the official Diplomate representative on the CPD Committee and the Women's Health Committee. One of these two members, usually the Chair, is also an observer at all meetings of the College Council.

5. Chair

- The Chair shall be an existing member of the Committee and shall be appointed for a period of two years by Council on the recommendation of the President of the RANZCOG.
- In addition, the Chair, Deputy Chair or nominees from the members of the Committee will be the Diplomate representative on College working groups, as required.

The Chair in conjunction with the Committee Co-ordinator will respond to out of session correspondence/business and all matters will be reported to the next Committee meeting.

6. Quorum

A Quorum to consist of four Committee members who must include at least one Intrapartum Care Representative and one Shared Care Representative. If there is an equality of votes, whether on a show of hands or on a ballot, the chairperson has a casting vote in addition to the chairperson's deliberative vote.

7. Agenda items

Requests for Agenda items/Reports should be sent to Committee Members by the Committee Co-ordinator, 21 days prior to the meeting date.

All Committee agenda items must be forwarded to the Committee Co-ordinator/Chairman, by COB seven 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, with attached meeting papers will be distributed at least five working days prior to the next scheduled meeting.

Standard items listed on the agenda are:

- Welcomes and Apologies
- Minutes of the previous meeting
- Business Arising from previous minutes
- DRANZCOG/DRANZCOG Advanced Training
- Continuing Professional Development, and
- Other Business/Correspondence

Each of these items may have one or several items or subcategories listed under them.

8. Minutes and Meeting Papers

- Accurate Minutes will be kept of each meeting.
- Draft Minutes are to be completed no later than 14 days following each meeting and passed to the Chairman for approval.
- Recommendations and Reports to Council are to be drawn up by the Committee Coordinator in conjunction with the Chairman and presented to the next meeting of the Executive Committee.
- Full copies of the Draft Minutes, Recommendations/ Reports and Action List, shall be provided to all Committee members no later than 21 working days following each meeting.
- Copies of the Minutes, Recommendations and Reports are to be presented to the next meeting of Executive Committee, the CPD Committee and Council via the appropriate Committee Coordinators.
- The Minutes shall be submitted to committee members for ratification at the next meeting of the Committee. When confirmed, the Minutes shall be signed by the Chairperson.

By agreement of the Committee, out of session decisions by the Chair will be deemed acceptable. Where agreed, all out of session decisions shall be recorded in the minutes of the next scheduled Committee meeting.

9. Frequency of Meetings

The Committee meets at least four times a year. Three of these meetings are to be held by teleconference and at least one is to be a face to face meeting. The teleconference meetings will usually be held before each RANZCOG Council Week.

The face-to-face meeting is held each year either during the RANZCOG Annual Scientific Meeting at the location of that meeting or at College House during a Council Week. The Committee decides whether to have this meeting during the ASM or Council Week, but RANZCOG must be notified of the decision at least three months prior to the meeting.

10. Review of Terms of Reference

Terms of Reference should be reviewed every two years.

11. Approval Process and Date for Next Review

Approved by:	Council
Date Approved:	21 July 2007
Date of next Review:	July 2009