



## **TERMS OF REFERENCE**

### **Title of Committee:**

Trainees' Committee.

### **1. Reporting to:**

The Trainees' Committee shall report to Council on a regular basis, save that, where appropriate, matters of policy shall be referred to Council through the Executive.

### **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 in the MRANZCOG/FRANZCOG, DRANZCOG/DRANZCOG Advanced and Subspecialty training programs (including those trainees at sites outside Australia and New Zealand) in discussion and decision-making relating to training and assessment, as well as broader issues relating to the discipline of obstetrics and gynaecology.

The Committee's responsibilities include the following:

- advocate the views and concerns of all trainees to the RANZCOG Council and Executive, and other committees and working groups, as appropriate;
- make recommendations to Council on matters relating to training and assessment;
- provide a forum for discussion between trainees at all levels, and from all states/regions, 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 state/regional trainee representatives, and improve communications amongst trainees at state/regional level.

### **4. Membership and Representation at Council Week**

All appointments to the Committee will be made following elections every two years in line with the Council terms.

Australian ITP/Elective trainees will vote for the nominated candidates in their particular state. New Zealand ITP/Elective trainees will vote for the nominated candidates in their particular region (either North or South Island). Subspecialties and Diploma trainees will vote for the nominated Subspecialty and Diploma candidates respectively.

In the event that a position on the Committee becomes vacant between elections, the Chair may co-opt a suitable replacement from the relevant state/region, subject to the approval of the Committee.

All committee members shall have full voting rights. In the event of a motion with equal votes 'for' and 'against', the Chair will have a deliberative vote in addition to a vote as a member of the Committee.

The membership of the Committee includes the following:

- one representative each from Victoria, South Australia/Northern Territory, Western Australia, the ACT, and Tasmania, who are all registered trainees in the College's MRANZCOG/FRANZCOG program;
- two representative from New Zealand (one for the North Island and one for the South Island), who are registered MRANZCOG/FRANZCOG trainees;
- two representatives from New South Wales (but from different Integrated Training Programs), who are registered MRANZCOG/FRANZCOG trainees;
- two representatives from Queensland (but from different Integrated Training Programs), who are registered MRANZCOG/FRANZCOG trainees;
- one representative of overseas trainees (that is, training at sites outside Australia and New Zealand), who is a registered MRANZCOG/FRANZCOG trainee;
- one Subspecialties representative, who is a registered trainee in one of the five Subspecialties training programs;
- one DRANZCOG/DRANZCOG Advanced representative, who is a registered trainee in either the DRANZCOG or DRANZCOG Advanced training program;
- a nominee of the Training Accreditation Committee, who will be a Councillor;
- a nominee of the Education and Assessment Committee, who will be a Councillor;
- a Fellow of less than five years' standing.

Ex officio members are:

- RANZCOG President;
- RANZCOG CEO.

Ex officio members do not have voting rights.

The following RANZCOG staff members will attend each meeting of the Committee:

- Director of Education and Training;
- Training Services Manager;
- Senior Assessment Co-ordinator, RANZCOG.

There will be two representatives of the Committee at Council Week, comprising an Australian trainee and a New Zealand trainee.

Both of the above representatives will have voting rights on the Education and Assessment Committee and the Training Accreditation Committee.

## **5. Chair**

The Chair shall be a registered trainee and 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.

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 each Trainees' Committee meeting.

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 will be considered by the full Committee.

One existing member of the Committee will be appointed by the Chair and the members of the Committee to the position of Deputy Chair 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, the Deputy Chair shall assume the role of Acting Chair, with the full powers of the Chair, until such time as the Chair is able to return to the position or a new Chair is appointed.

## **6. Quorum**

The quorum for the meeting of the Committee shall be half plus one (not including ex-officio members). This applies to both face-to-face meetings and teleconferences.

Any questions arising from meetings shall be decided by the majority of the votes of the members present. In the case of equality of votes, the Chair shall have a second or casting vote in addition to their deliberative vote.

If a quorum is not present, a meeting may still go ahead, with notes recorded. Should a recommendation arise under these circumstances, the recommendations and notes must be disseminated ('flying recommendation') to the Committee members who have not taken part in the meeting, requesting them to indicate their support or objection to the recommendation. All such recommendations and their outcomes must be formally tabled and minuted at the next meeting of the Committee.

## **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 by close of business 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.

## **8. Minutes and Meeting Papers**

- Accurate Minutes will be kept of each meeting;
- Recommendations/Reports to Council are to be drawn up by the Committee Co-ordinator in conjunction with the Chair and presented to the next meeting of the RANZCOG Council;
- Draft Minutes are to be completed no later than 14 days following each meeting and passed to the Chair for approval;
- 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;
- 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 Chair.

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**

Meetings will be held six times a year via teleconference, usually before and after each Council Week. There will also be one annual face-to-face meeting, usually held at College House, on a date to be determined by the Committee in consultation with the Committee Co-ordinator.

## **10. Review of Terms of Reference**

Terms of Reference should be reviewed every two years.

## **11. Approval Process and Date for Next Review**

<b>Approved by:</b>	RANZCOG Council
<b>Date Approved:</b>	Draft for consideration – July 2009
<b>Date of next Review:</b>	