



TERMS OF REFERENCE

Title of Committee

Trainees' Subcommittee of the Training Accreditation Committee (TAC).

1. Reporting to:

The Trainees' Subcommittee shall report to the Training Accreditation Committee of the RANZCOG and, through that body, to Council.

2. Date of Establishment

The Subcommittee was established in 2003 and replaced the RANZCOG Trainees' Association, which was formed in 1999.

3. Functions and Responsibilities

To facilitate the involvement and representation 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 Subcommittee's responsibilities include the following:

- advocate the views and concerns of all trainees to the Training Accreditation Committee, the Education and Assessment Committee, the Women's Health Committee, the relevant Regional/New Zealand Training Accreditation Committee, the relevant Integrated Training Program Trainee Selection Subcommittee of the Regional/New Zealand Training Accreditation Committees, and other committees and working groups, as appropriate;
- make recommendations to Council on matters relating to training and assessment via the Training Accreditation Committee or the Education and Assessment Committee, as appropriate;
- 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 the CEO and the Training Accreditation Committee;
- advise and support state/regional trainee representatives and improve communication amongst trainees at state/regional level.

4. Membership

All appointments to the Subcommittee are made following elections every two years in line with the Council terms. Australian ITP/Elective trainees vote for the nominated candidates in their particular state. New Zealand ITP/Elective trainees vote for the nominated candidates in their particular region (either North or South Island). Subspecialties and Diploma trainees vote for nominated Subspecialty and Diploma candidates respectively. In the event that a position on the Subcommittee becomes vacant between elections, the Chair may co-opt a suitable replacement from the relevant state/region, subject to the approval of the Subcommittee.

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, Western Australia, ACT/Northern Territory, and Tasmania, who are all registered trainees in the College's MRANZCOG/FRANZCOG program;
- two representatives from New Zealand (one for the North Island and one for the South Island), and two representatives each from Queensland and New South Wales (but from different Integrated Training Programs), all of whom are registered MRANZCOG/FRANZCOG trainees;
- one representative of overseas trainees (i.e. 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.

5. Chair

The Chair shall be an existing member of the Committee and shall be appointed for a period of two years in consultation with the President of the RANZCOG and the Chair of the Training Accreditation Committee of the RANZCOG. In the event that the Chair resigns between elections, the Subcommittee may elect a replacement from existing members of the Subcommittee.

The Chair may expect to work in close collaboration with the manager and staff of the relevant department at College House to ensure the implementation and facilitation of policy matters, decisions and administration as they pertain to the work, responsibilities and functions of the Trainees' Subcommittee.

One existing member of the Subcommittee will be appointed by the Chair and the members of the Subcommittee 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 number of members required for a formal meeting to proceed is half of those Subcommittee members eligible to vote plus one.

7. Agenda Items

Requests for agenda items/reports should be sent to Subcommittee members by the Subcommittee Co-ordinator 21 days prior to the meeting date.

All Subcommittee agenda items must be forwarded to the Subcommittee Co-ordinator/Chair 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 Subcommittee agenda, with attached meeting papers, will be distributed at least 5 working days prior to the next scheduled face-to-face meeting.

8. Minutes and Meeting Papers

- accurate minutes will be kept of each meeting;
- recommendations/reports to Council via the Training Accreditation Committee or the Education and Assessment Committee are to be drawn up by the Subcommittee Co-ordinator in conjunction with the Chair and presented to the next meeting of the relevant committee;
- 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 minutes, recommendations/reports and action list shall be provided to all Subcommittee members no later than 21 working days following each meeting;
- the minutes shall be submitted to Subcommittee members for ratification at the next meeting of the Subcommittee.

By agreement of the Subcommittee, 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 Subcommittee meeting.

9. Frequency of Meetings

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

10. Representation at Council Week

- The two Subcommittee representatives at Council Week will comprise an Australian trainee and a New Zealand trainee.
- Both representatives will have voting rights on the College Education and Assessment Committee and the College Training Accreditation Committee, on the grounds that they are each representing different countries.

11. Review of Terms of Reference

Terms of Reference should be reviewed every two years.

12. Approval Process and Date for Next Review

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| Approved by: | |
| Date approved: | |
| Date of next review: | 31 July 2009 |