

Authorising Committee / Department:	Board
Responsible Committee / Department:	Corporate Governance and Risk Committee
Document Code:	REG MOP Faculty Committees

Background

Pursuant to Article 16.1 of the Constitution, the Board may establish Faculties of the College responsible to the Board, provided that any such Faculty shall, in the opinion of the Board, represent an internationally recognised body of knowledge in psychiatry and have College accredited training. Membership of Faculties shall be open to all qualified Members of the College as determined by the Board.

In 2015, the Board concluded its review of the College's Faculties, Sections and Special Interest Groups (SIGs) and agreed on key changes to the governance structural model.

From the conclusion of the College's Annual General Meeting (AGM) in May 2015, all groups with an associated RANZCP advanced training program became known as 'Faculties' (this included the Sections of Addiction Psychiatry, Psychotherapy and Consultation-Liaison Psychiatry) and SIGs became known as 'Sections'. Some Sections (Neuropsychiatry, Rural Psychiatry and Social and Cultural Psychiatry) remained as Sections.

The Faculties of the College are outlined below. Each Faculty is governed by a Bi-national Committee. In some jurisdictions a Faculty may operate a jurisdictional based Faculty Committee.

- **Faculty of Addiction Psychiatry** – established in May 2015. The Faculty replaced the Section of Addiction Psychiatry which was formed in April 2002, and had previously been known as the Section on Alcohol and Other Drugs after its establishment in 1987.
- **Faculty of Child and Adolescent Psychiatry** – the Faculty of Child Psychiatry was renamed the Faculty of Child and Adolescent Psychiatry in September 1992 (previously named the Faculty of Child).
- **Faculty of Consultation Liaison Psychiatry** – established in May 2015. The Faculty replaced the Section of Consultation Liaison Psychiatry which was formed in May 1995.
- **Faculty of Forensic Psychiatry** – established in February 2011. The Faculty replaced the Section of Forensic Psychiatry which was established in May 1968.
- **Faculty of Psychiatry of Old Age** – established in 1998. The Faculty replaced the Section of Psychiatry of Old Age which was established in 1988.
- **Faculty of Psychotherapy** – established in May 2015. The Faculty replaced the Section of Psychotherapy which was formed in October 1989.

1. ROLE

Responsible directly to the Board, a Faculty will promote discussion and co-operation among members of the College and the general public in their relevant discipline of psychiatry.

2. RESPONSIBILITIES

The Faculty, through its Bi-national Faculty Committee, will be responsible for:

- a) Promoting the objectives of the College as stated in the Constitution with particular reference to the Faculty's discipline of psychiatry.
- b) Promoting and encouraging the study of psychiatry relevant to the Faculty's discipline in all its aspects by providing a forum for the exchange of ideas and knowledge.
- c) Promoting and encouraging the highest clinical and ethical standards in the delivery of psychiatry services relevant to the Faculty's discipline.
- d) Working with the Education Committee and relevant Subcommittee for Advanced Training to continue to provide psychiatry training programs in the Faculty's psychiatry discipline for trainee psychiatrists and psychiatrists.
- e) Working with the Accreditation Committee to accredit training programs in the Faculty's psychiatry discipline for trainee psychiatrists and psychiatrists in accordance with College Policy and delegation.
- f) Promoting and encouraging the development of knowledge and practice, of the highest standard, in the Faculty's relevant discipline of psychiatry, for psychiatrists, trainee psychiatrists, medical students, related health professionals, students of related health professions, other medical practitioners and involved legal practitioners.
- g) Promoting and facilitating research relevant to the Faculty's discipline of psychiatry and disseminate and promote the research as appropriate.
- h) Liaising and co-operating with societies and associations outside the College in the study and practice of psychiatry relevant to the Faculty's discipline.
- i) Assisting the College in the preparation of position statements and other memoranda on psychiatry relevant to the Faculty's discipline.
- j) Informing and engaging with the general community on topics relevant to the Faculty's discipline, and particularly to promote a clear understanding of the subject.
- k) Identifying and managing risks associated with the Faculty Bi-National Committee ("the Committee") and the Faculty in accordance with the College's Risk Management Policy and for reporting high-level risks to the Corporate Governance and Risk Committee.
- l) Developing and implementing an annual work plan.

3. REPORTING RELATIONSHIPS

- a) The Faculty shall report on its activities to the Board or President via the Bi-national Faculty Committee, as required.
- b) The Faculty will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.
- c) The Faculty shall be represented on the Members' Advisory Council (MAC) by the Chair of the Faculty.
- d) The Faculty shall liaise with other College groups including the Board, Members' Advisory Council, Branch Committees, the New Zealand National Committee, Committees, Faculties and Sections as required.
- e) Any established Branches of the Faculty will report to the relevant Bi-national Faculty Committee, however should maintain close communication and collaboration with the appropriate Branch Committee (or New Zealand National Committee) of the College on matters relevant to that jurisdiction.

4. BI-NATIONAL FACULTY COMMITTEE

The Faculty shall be administered by a Bi-national Faculty Committee.

4.1. Composition/Membership

The Bi-national Faculty Committee may consist of:

- Chair (Fellow)
 - One Fellow member of the Faculty from the ACT, NSW, NT, QLD, SA, TAS, VIC and WA
 - Two Fellow members of the Faculty from New Zealand
 - A Trainee Representative Committee (TRC) representative/nominee.
 - Chair, Subcommittee for Advanced Training (SAT) (relevant to that Faculty)
 - One (1) Community member i.e. carer or a consumer.
- a) All members of the Committee (except for the trainee representative) must be an Accredited Member of the relevant Faculty and Fellow of the RANZCP.
 - b) Where no member is nominated in a jurisdiction, the Bi-national Faculty Committee can appoint a member from another jurisdiction to fill that vacancy.
 - c) All members of the Bi-national Faculty Committee, excepting co-opted members and observers shall have voting rights.
 - d) The Bi-national Faculty Committee may co-opt the immediate past Chair of the Bi-national Faculty Committee for a period up to 12 months.
 - e) The appointment process should endeavour to achieve appropriate gender balance.

4.2. Elections and Appointments

All elections/appointments will be noted by the Board via the Chief Executive Officer's report to the Board.

4.2.1. Chair (Fellow)

- a) The Chair of the Bi-national Faculty Committee shall be elected via a call for nominations to the members of that Faculty.
- b) The term of office for the position of Chair shall be two years commencing from the College's Annual General Meeting, or until a successor assumes office.
- c) The Chair will be eligible for re-appointment to this position to serve a maximum of three consecutive terms.
- d) The Chair so elected shall be a member of any and all subcommittees or working groups under the Faculty.

4.2.2. Executive Officers (Fellows)

- a) Aside from the Chair, the Bi-national Faculty Committee may include a Secretary and Treasurer or such combination of these officers as may be decided by the members of the Bi-national Faculty Committee.
- b) Executive Officers (excepting the Chair) shall be elected by and from the members of the Bi-national Faculty Committee.
- c) The term of office for the Secretary and Treasurer relates directly to their term as a member of the Bi-national Faculty Committee.

- d) Should a member be re-elected to the Bi-national Committee for a second or third term, he or she is eligible for re-election to an Executive Officer position, while they remain a member of the Committee.

4.2.3. Jurisdictional Members

- a) Where a jurisdictional branch based Faculty Committee exists, a simple election process (expression of interest) from within the Faculty members of that jurisdiction will occur to elect the members of the jurisdictional based Faculty Committee. The elected jurisdictional based Faculty Committee will appoint a representative (or two representatives in the case of New Zealand) from within the committee to the Bi-national Faculty Committee.
- b) Where there is no jurisdictional based Faculty Committee in operation, the jurisdictional member of the Bi-national Faculty Committee will be elected from the Faculty members in that jurisdiction. Nominations will be called from the membership of the relevant Faculty jurisdiction, and the election process will be held as a component of the Bi-national Faculty Committee elections.
- c) The term of office of all jurisdictional members shall be two years from the conclusion of the College Annual General Meeting in the year in which the member was elected or such later date when a successor is appointed.
- d) Jurisdictional members will be eligible for reappointment to this position to serve a maximum of three consecutive terms.

4.2.4. Trainee Representative Committee (TRC) Representative/Nominee

- a) The TRC representative/nominee will be appointed in accordance with the Procedure for Appointing TRC Endorsed Representatives.
- b) The term of office of shall be one (1) year from the conclusion of the College Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.
- c) The trainee representative will be eligible for re-appointment to this position to serve a maximum of five years.
- d) In the event that the TRC representative is admitted to Fellowship during their term on the Faculty Bi-national Committee, a casual vacancy shall arise for this position, and a replacement shall be appointed in accordance with the Procedure for Appointing TRC Endorsed Representatives.
- e) Upon appointment to the Faculty Bi-national Committee, the trainee representative shall be a member of the TRC (if they are not currently a member), for the duration of their term on the Faculty Bi-national Committee.

4.2.5. Co-opted Members

- a) The Bi-national Faculty Committee may co-opt additional members from time to time with particular specified knowledge and/or expertise and for a specified period of time.
- b) The number of co-opted members shall be a restricted to two.
- c) Co-opted members of the Committee shall not have voting rights.
- d) Co-opted members are expected to maintain confidentiality of meeting proceedings and to sign a Deed of Undertaking.
- e) The need for co-opted members shall be reviewed by the Bi-national Faculty Committee annually.

4.2.6. Observers

- a) The Bi-national Faculty Committee may invite persons from time to time to attend some or parts of a Bi-national Faculty Committee meeting as an Observer.
- b) The number of observers will be at the discretion of the Bi-national Faculty Committee.
- c) Observers shall not have voting rights.
- d) The need for observers shall be reviewed by the Bi-national Faculty Committee each year.
- e) Observers are expected to maintain confidentiality of the meeting's proceedings.

4.2.7. Casual Vacancies

- a) In the event of the resignation of the Chair, whose term is not due to finish for twelve months or more, a call for nominations from the Faculty membership shall take place.
- b) In the event of the resignation of a Chair whose term is due to finish within twelve months the Bi-National Faculty Committee shall elect a Chair from the members of the Bi-national Committee.
- c) In the event of the resignation of a jurisdictional member, whose term is not due to finish for 12 months or more, a call for nominations from the Faculty membership in the jurisdiction represented by the resigning member, shall take place. Nominations will be considered by the jurisdictional based Faculty Committee (where a committee exists) and the preferred candidate appointed by the jurisdictional based Faculty Committee or the Bi-national Faculty Committee (if a jurisdictional committee does not exist).
- d) In the event of the resignation of a jurisdictional member of the Bi-national Faculty Committee whose term is due to finish within 12 months, the Bi-national Faculty Committee shall appoint, in consultation with the jurisdictional based Committee, a casual vacancy.
- e) Where the resigning member is also an Executive Officer, the Bi-national Committee shall appoint a new Executive Officer from among the committee members.
- f) In the event of the resignation of the TRC representative/nominee, the TRC will appoint another representative to the Bi-national Faculty Committee.
- g) A casual vacancy appointment shall be for the remainder of the term of the original appointment.
- h) A person appointed as a casual vacancy shall be eligible for appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

5. FACULTY BRANCHES

- a) With the approval of the Bi-national Faculty Committee and the Board, a branch jurisdiction of the Faculty may be formed within each State and Territory of Australia and New Zealand, based on the geographical boundaries for branches of the College. The members of the Faculty in that branch shall constitute the members of the Faculty branch. The Faculty branch may establish a jurisdictional based committee which shall consist of not less than five and no more than ten members.
- b) All members of the Faculty branch committee must be an Accredited Member of the Faculty and Fellow of the RANZCP.
- c) The activities of a Faculty branch shall be in accordance with the policy of the College and with the current policies of the Faculty.
- d) The organisation of the Faculty branch shall be determined by the members in that Faculty branch and approved by the Bi-National Faculty Committee. The Faculty branch Committee representative on the Bi-National Faculty Committee shall be responsible for communicating and reporting between the Faculty branch Committee and the Bi-national Faculty Committee.

- e) Each Faculty branch Committee may present an update on activities to the Faculty's Annual Members' Forum.
- f) Any established Branches of the Faculty will report to the relevant Bi-national Faculty Committee, however should maintain close communication and collaboration with the appropriate Branch Committee (or New Zealand National Committee) of the College on matters relevant to that jurisdiction.

6. OPERATION OF THE BI-NATIONAL AND JURISDICTIONAL BASED FACULTY COMMITTEES

6.1. Meetings

- a) The Bi-national Committee and the jurisdictional branch Faculty Committee may meet for the transaction of business and adjourn and otherwise regulate its meetings as it thinks fit, taking into account budget implications.
- b) The Bi-national Faculty Committee shall meet face-to-face not more than twice a year.
- c) Face-to-face meetings of the jurisdictional level Committee should be at the discretion of the Chair.
- d) Meetings of the Bi-national Faculty Committee and jurisdictional (branch) Faculty Committee may be in person, by telephone or other telecommunications or electronic means at the discretion of the Chair.
- e) The Chair may convene a meeting of the Bi-national Faculty Committee and jurisdictional (branch) Faculty Committee by written notice to members of the Committee. An agenda shall be circulated in advance of the meeting.

6.2. Meeting Attendance

- a) It is expected that a committee member will attend all meetings of the Committee. However, it is acknowledged by the College that an individual's work and family commitments/responsibilities may prevent a member from attending a meeting.
- b) If a committee member is unable to attend a meeting, the Chair and/or relevant staff member should, where possible, be advised two weeks in advance of the meeting (for quorum purposes).
- c) Non-attendance at three consecutive meetings will be reviewed by the Chair in consultation with the individual member concerned. If it is agreed that the committee member needs to step down from the committee, a casual vacancy shall arise.

6.3. Chair

- a) The Chair shall preside at all meetings of the Committee.
- b) If the Chair is not present at any meeting of the Committee within fifteen minutes after the time appointed for holding the meeting, the members present shall elect a Committee member present to be Chair of the meeting.

6.4. Quorum

- a) Quorum for the Committee is 50% of the voting membership.
- b) If at any time the number of members is less than a quorum, the Committee may meet only for discussion purposes.
- c) The Committee may act notwithstanding any vacancy on the Committee.

6.5. Notice of Meetings

- a) At least 24 hours' notice of a meeting of the Committee must be given to each Committee member specifying the place, time and date of the meeting.
- b) Notice may be given in writing, by email, by fax, by telephone or other electronic and appropriate means.

6.6. Proxies

- a) A Committee member is able to appoint a proxy to attend a meeting on their behalf.
- b) The appointed proxy must be a member of the Jurisdiction / Committee they are representing.
- c) The onus is on the Committee member to advise the Chair, in advance of the meeting, of their proxy's details.
- d) A proxy has full voting rights in accordance with the person they are replacing.

6.7. Voting

- a) All Committee members, except co-opted members, observers and those without authority to vote, shall have full voting rights.
- b) Decisions arising at a meeting of the Committee shall be decided by a majority of votes of members present and voting.
- c) A decision by a majority of the members present and voting is for all purposes a decision of the Committee.
- d) The Chair of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.

6.8. Written Resolution

A written resolution signed or approved by electronic mail by 50% of all members (other than any member on leave of absence) is taken to be a decision of the members passed at a meeting of the Committee duly convened and held.

6.9. Minutes of Meetings

- a) A written record of all proceedings of Committee meetings shall be kept by the College.
- b) Draft minutes of all meetings should be promptly circulated to all Committee members.
- c) The minutes of a jurisdictional branch Faculty Committee shall be provided to the Bi-national Faculty Committee.

6.10. Defects in Appointment or Qualification of a Committee Member

All acts made in good faith by a meeting of the Committee or by any person acting as a Committee member will be valid and effective notwithstanding that it is afterwards discovered that there was some defect in the appointment of that person or that the person was disqualified from acting for any reason.

6.11. Conflict of interest and confidentiality

- a) All people attending a meeting of the Committee must declare any conflicts of interest to the Chair. Once a conflict of interest has been declared, the individual concerned may be excluded from discussion and/or voting at the discretion of the Chair. Conflicts of interest will be managed and declared in accordance with the College's Conflict of Interest Guideline.
- b) Each member of the Committee, including co-opted and observer members, must sign a Deed of Undertaking Relating to Confidentiality and Conflict of Interest.
- c) The Deed is valid for the period of time the member is part of the Committee and after they have finished on the Committee, particularly in relation to confidentiality.
- d) All signed Deeds must be forwarded to the College's Governance Officer.

6.12. Financial Responsibility

- a) The Bi-national Faculty Committee must develop an annual budget based on the budget process developed by the College, in conjunction with the College's Finance Department.

- b) The Committee is required to operate in accordance with College Policy and processes and within the budgetary constraints as determined by the Board. Any spending above the allocated budget requires explicit authorisation as per the College's Delegation of Authority Policy.
- c) The Bi-national Faculty Committee may by resolution make a levy on Faculty members from time to time for the purposes of the Faculty. The amount of any levy shall be between \$nil and any limit stipulated by the Constitution of the College or by the Board. A levy shall be a debt owing by the member to the College due and payable one month after the issuing of the notice of the payment to the member.
- d) The Bi-national Faculty Committee may seek funding support from the Board to supplement income raised from levies and other sources in order to further the activities of the Faculty.
- e) Funding provided to jurisdictional based Faculty committees will be subject to the Faculty branch providing a submission for an annual budget which must then be approved by the Bi-national Faculty Committee.
- f) The signatories for all Faculty accounts and/or cheques shall be in accordance with established financial signatories.
- g) Without limiting the generality of the application of Faculty funds to further the activities of the Faculty, funds may be used for the following purposes:
 - (i) Conducting continuing medical education and scientific meetings and other related activities.
 - (ii) The rental of premises for meetings of the Faculty.
 - (iii) The production and postage of publications such as newsletters for distribution to Faculty members.
 - (iv) The payment of expenses for speakers provided payments are consistent with guidelines laid down by the Board for such payments and within the regulations and Constitution of the College.
 - (v) To support research projects carried out for and by the Faculty provided that such research shall be consistent with the objects of the College.
 - (vi) Payment of such other expenses as the Committee may deem necessary provided such payments are in accordance with policy and guidelines laid down by the Board of the College.
 - (vii) To provide scholarship grants or prizes to encourage research and training in the discipline of psychiatry relevant to that Faculty.

6.13. Powers

The Committee shall observe any regulations or directions that may from time to time be imposed upon it by the Board.

Pursuant to Article 9.2 of the Constitution –

- a) "The Board may delegate any of its powers (other than that of delegation) to any person or Committee".
- b) "The Board may revoke any delegation of its powers by ordinary resolution".
- c) Any Committee exercising the delegated powers of the Board shall comply with all Regulations and any conditions or limitations that may be imposed by the Board.

6.14. Limitation on powers

Pursuant to Articles 15.1, 15.3, 15.4 and 15.5 of the Constitution -

- a) "The Board may establish committees comprising such persons as the Board determines or otherwise determined in accordance with Regulations.

- b) “The Board shall determine the powers and duties of each Committee (its “Terms of Reference”) and each Committee shall in the exercise of its powers comply with the Regulations and its Terms of Reference”.
- c) “Unless specifically provided for in the Regulations or its Terms of Reference, a Committee may not make any determination of policy for the College, but may provide advice to the Board on any area falling within its Terms of Reference to assist the Board.
- d) “Each Committee shall make such reports and recommendations to the Board as the Board reasonably requires”.

7. ADMINISTRATIVE SUPPORT

The Faculty and its Bi-national committee shall be supported by the staff of the College. In particular, the Manager, Membership Engagement shall be available to attend meetings of the Bi-national Faculty Committee.

8. REVIEW

- a) Pursuant to Article 15.8 of the Constitution “the Board shall review the need for each Committee and the members thereof at least every two years.”
- b) These regulations shall be reviewed two (2) years from commencement.

9. MEDIA and AUTHORISED STATEMENTS

- a) With respect to making media or other external comment or representation, the College’s Media Policy (available on the RANZCP website) should be consulted and adhered to.
- b) Pursuant to Articles 9.4.1 and 9.4.2 of the Constitution, “the President or the Board may authorise any Committee or individual to represent the College before any government or governmental body or committee or to make statements or express views on behalf of the College. The authority may be given generally or for a specific situation and may be given on such conditions as the President or the Board thinks fit. Unless duly authorised to do so under this Article, no Member may make any statement or express any view which purports to be a statement or view of the College or as having been made or expressed on behalf of or with the concurrence of the College”.
- c) The Board is authorised to nominate RANZCP Members to comment to the media in accordance with their expertise. The Board may authorise Committee/Branch/Faculty/Section Chairs to comment on certain issues.

10. INTERPRETATION

- ‘Article(s)’ means an article or clause of the Constitution.
- ‘Affiliate’ means a Member admitted pursuant to Article 3.5 of the Constitution.
- ‘Associate’ means a Member admitted pursuant to Article 3.4 of the Constitution.
- ‘Board’ means the board of the College established under the Constitution, each member of which shall be a Director of the College.
- ‘Casual Vacancy’ means a position that becomes vacant before the expiration of the term for which the holder was elected. A successor shall, if the term has not then expired, be appointed to hold the place from the date of his/her appointment until the expiration of the original term or the next election/appointment period (whichever is first). The period of time served as a casual vacancy shall not be counted as a period of office. A Casual Vacancy has voting rights.
- ‘Co-opted’ means a person that has been co-opted for their area of expertise or knowledge of a particular area. A co-opted member is a nonvoting member.
- ‘College’ or RANZCP means The Royal Australian and New Zealand College of Psychiatrists.
- ‘Constitution’, means the Constitution of The Royal Australian and New Zealand College of Psychiatrists

- ‘Election Year’ means the year the College Constitution came into effect and every second year thereafter.
- ‘Executive’ means the Bi-national Faculty Committee Executive Officers elected by the Bi-national Faculty Committee.
- ‘Ex-officio’ means a member of a body (Board, Committee, Section etc) who is part of it by virtue of holding another office. Ex-officio (excepting College staff) members are voting members.
- ‘Elected’ means the formal election process undertaken to elect a member. Call for nominations (from amongst the Fellows) must be undertaken and conducted in accordance with this Regulation. If a ballot is required, the method of voting will be “first past the post”.
- ‘Faculty Jurisdiction’ means the branch or associated organisation of the Faculty formed within a jurisdiction of the College.
- ‘Fellow’ means a Member who holds Fellowship of the College pursuant to Article 3.3 of the Constitution.
- ‘Financial year’ shall be defined in the same manner as for the activities of the Board of the College.
- ‘Proxy’ means a person appointed to represent a committee member at a meeting on their behalf. Committee members are unable to appoint a proxy unless the position held by the committee member is a representative position. The appointed proxy must be a member of the committee they are representing.

11. ASSOCIATED DOCUMENTS

- Faculty Committee Position Descriptions and Regulations
- RANZCP Constitution, Media Policy, Code of Conduct, Code of Ethics and website
- Deed of undertaking in relation to confidentiality and conflict of interest
- Conflict of Interest Guideline
- Conflict of Interest Register
- Branch and New Zealand National Committee Regulations
- Procedure for Appointing TRC Endorsed Representatives

REVISION RECORD

Contact: Senior Department Manager, Membership and Events and Manager, Governance and OPCEO

Date	Version	Approver	Description
26/02/2011	1.0	GC2011/1 R44	New document
25/02/2012	1.1	GC2012/1 R44	Amendments not recorded
31/01/2013	1.2	GRC	Amended to reflect change to standard regulations – no more than ten members on Faculty Branch Committees; references to new governance structure and clarification of the terms of Executive Officers (other than Chair).
13/02/2016	2.0	B2016/1 R32	Updated to reflect the outcomes of the review of the Faculty, Section and SIG governance structure
2018			NEXT REVIEW