

# Terms of Reference (ToR)

## LGBTIQA+ Mental Health Steering Group



### BACKGROUND

The purpose of this time limited Steering Group is to provide advice to the Board on areas of focus, allyship, support and specific initiatives for lesbian, gay, bisexual, trans, intersex, queer/questioning and asexual (LGBTIQA+) College members, staff and consumers. This recognises the broader health risks and barriers facing the LGBTIQA+ community, and forms part of our commitment to diversity, inclusion and empowerment contained within the RANZCP Strategic Plan.

### 1. SCOPE OF WORK

The Steering Group will review the College's current positioning related to LGBTIQA+ equity and inclusion, and provide advice to the Board around the College's:

- Role and priorities in relation to driving cultural change in LGBTIQA+ equity and inclusion, including
  - Intentional and active approaches to ensure the College is a space where LGBTIQA+ members, staff and consumers feel safe, welcomed, included and championed
  - Data collection on LGBTIQA+ issues and lived experience(s) to inform and guide future work, and support cultural change
  - Education and training opportunities for members on LGBTIQA+ issues
  - Establishing boundaries and enabling conversations and respectful debate within the College around LGBTIQA+ issues, whilst providing clarity on expectations and standards
- Co-design of a potential future LGBTIQA+ group within the College, including
  - Name, composition, structure, membership, lines of reporting and communication with the Board/President
  - Protections and safeguarding features for members of the future group
  - Future areas of influence, such as: education, curriculum and training program recommendations, Codes of Ethics/Conduct, College conference/Congress programming, journal articles, communications guidance, external engagement, previous or current College position statements or clinical guidance relating to LGBTIQA+ issues
- Potential future activities, both short- and longer-term, in the area of LGBTIQA+ mental health that may be considered for the College in line with broader strategic priorities and resourcing, such as the Rainbow Tick Standards Accreditation.

### 2. KEY DELIVERABLES

The Steering Group's key deliverables are:

- To identify and define the College's role, scope and prioritisation of short and long-term work to better support LGBTIQA+ people within the College and broader community
- To inform the co-design of a future, dedicated LGBTIQA+ group within the College structure

It will do this by:

- completing an environmental scan of the role and work of similar medical organisations and colleges, and beyond in the fields of human rights and social justice;
- surveying and seeking insights from College members, using an intersectional lens, about LGBTIQA+ inequity and health disparities, and the impact of these experiences personally and/or professionally;

- identifying existing educational and advocacy opportunities, web-based content, information and other material relevant to College members; and
- providing advice on how the College can advocate for the reduction of health disparities in the broader LGBTIQ+ community, and represent an anchor of safety and inclusivity for LGBTIQ+ members, staff and consumers as part of its core identity.

### 3. INDICATIVE MILESTONES AND TIMELINE

Activity	Date
Steering Group approved	May 2025
Steering Group established, first meeting held	July 2025
Environmental scan	September 2025
Development of website content	October 2025
Collection of data from members, development of communications plan to promote LGBTIQ+ equity and inclusion within the College	November 2025
Identifying role and priorities for the College, and future activities (both short- and longer-term)	Feb-May 2026
Recommendations finalised including re design of future College LGBTQIA+ group	June 2026
Final report prepared for the Board	June 2026
Steering Group End Date	July 2026

### 4. TIMEFRAME

The Steering Group is time limited for a period of approximately 12 months, from the project's commencement in July 2025. A review will take place closer to the end of this period to determine if an extension is required.

### 5. REPORTING RELATIONSHIPS

- The Steering Group will report directly to the Board.
- The Steering Group will report on its progress or activities to meetings of the Board.
- The Steering Group will work closely with the Membership, Events and Publications to ensure its responsibilities are met.
- The Steering Group will liaise with the Practice, Policy and Partnerships Committee, if required depending on the nature or topics that the Group engages with across its lifespan.

### 6. COMPOSITION OF THE STEERING GROUP

The Steering Group will comprise a maximum of 9 members (including the Chair), who will be appointed based on the skills, knowledge and expertise required to undertake the Steering Group's deliverables.

The Steering Group should include appropriate representation from Australia and New Zealand (at a minimum of one member from each), representation of both sexual and gender diversity, and ensure inclusion, balance, equity and safety within its membership.

College members who have additional expertise, allyship, or lived experience of LGBTIQ+ mental health matters are encouraged to apply.

The Steering Group encourages diversity of views, however, to ensure the safety and wellbeing of its members and safeguard against persons acting in bad faith, only applications with a demonstrated set of support for the LGBTIQ+ community will be considered.

The Steering Group may co-opt additional individuals to provide advice both from within and/or external to the RANZCP with specific knowledge, expertise and experience related to the work of the Steering Group.

Members of the Steering Group should include:

- (a) Chair (Fellow/Affiliate)
- (b) A Board Director
- (c) 2 x RANZCP Fellows / Affiliates
- (d) 2 x RANZCP Associates
- (e) At least one member of the Membership Engagement Committee
- (f) 2 x community representatives from the LGBTQIA+ community or ally

In addition, the group should be diverse and include membership of at least one representative of the transgender and gender diverse community.

## 7. APPOINTMENTS

- a) The Steering Group Chair will be appointed by the Board. Steering Group member will be appointed by the President.
- b) If a call for Expressions of Interest is required to fill positions, this process will be facilitated by the Membership, Events and Publications Department.
- c) The term of office for all members is for the duration of the Steering Group.
- d) Should a member resign from the Steering Group, a replacement will be sought on the advice of the Chair and/or the President.

## 8. OPERATIONAL

Refer to the *Committee Meeting Operations Regulations* for the Committee's operational information including:

- |   |                                  |
|---|----------------------------------|
| • Agenda                                  | • Meetings                       |
| • Attendance                              | • Minutes                        |
| • Chair                                   | • Observers                      |
| • Committee Powers and Delegation         | • Other Committees               |
| • Conflict of Interest                    | • Proxies                        |
| • Consent                                 | • Quorum/Voting                  |
| • Confidentiality                         | • Review                         |
| • Meeting Code of Conduct                 | • Risk Management                |
| • Co-opted Members                        | • Support                        |
| • Defects in Appointment or Qualification | • Voting Member Term             |
| • Financial Responsibility                | • Work Plan                      |
| • Media and Authorised Statements         | • Definitions and Interpretation |
|   | • Associated RANZCP Documents    |

Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for supporting the Committee.

## 9. ASSOCIATED DOCUMENTS

- Committee Meeting Operations Regulations and associated documents
- Board and relevant Board constituent committee Regulations

## REVISION RECORD

<b>Contact:</b>	<b>Senior Manager, Membership Development</b>		
<b>Authorising Body:</b>	President's Meeting / President		
<b>Responsible Committee:</b>	LGBTIQA+ Mental Health Steering Group		
<b>Document Code:</b>	ToR LGBTIQA+ Mental Health Steering Group Terms of Reference		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
18/06/2025	1.1	Governance Manager	Updated to reflect governance template and appointment processes.
30/05/2025	1.0	PM 30 April 2025	New document.
<b>NEXT REVIEW: N/A – Time Limited Steering Group</b>			