

# Guidelines for RANZCP representatives on external organisations

April 2019



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| <b>Authorising Committee/ Department:</b> | CEO Management Group   |
| <b>Responsible Committee/ Department:</b> | OPCEO Manager, Stakeholder Relations   |
| <b>Document Code:</b>                     | <b>GLD OPCEO Guidelines for RANZCP representatives on external organisations</b> |

## INTRODUCTION

The Board of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) recognises that a number of members regularly give up their time to represent the RANZCP on external committees, groups and bodies. This time is often given on a pro-bono basis, can involve travel and regularly includes after hours work.

As leaders in mental health, the RANZCP aims to continue to contribute, participate and provide expert advice as appropriate. The Board greatly values and appreciates the service, time and effort given by members who represent the RANZCP.

These guidelines have been developed to clarify the role and responsibilities of members that officially represent the RANZCP on external committees, groups and bodies (Delegated Representatives).

For the information and support needed to perform their role on external organisations, Delegated Representatives can contact Bronwen Evans, Manager, Stakeholder Relations, RANZCP, via [bronwen.evans@ranzcp.org](mailto:bronwen.evans@ranzcp.org), or on +61 3 9601 4959.

## APPOINTMENT

The appointment of Delegated Representatives is facilitated by the President and/or the Board and usually occurs on a case-by-case basis. Recommendations and subsequent appointments may take into account relevant experience, leadership skills, professionalism and manageable interests.

## YOUR ROLE

As a Delegated Representative your role on the external committee, group or body is to represent the RANZCP and its policies, regulations, submissions, clinical and ethical guidelines and other advice from the Board as appropriate. Any representations made in your capacity in this role are to be consistent with RANZCP policies, and when making representations that are your own views, this needs to be expressly advised.

Delegated Representatives are required to undertake all activities in accordance with RANZCP policies and the Terms of Reference of the organisation they are participating in.

Delegated Representatives should consult with the RANZCP President or CEO before committing the RANZCP to any change in policy or unbudgeted expenditure.

## MEETINGS AND MEMBERSHIP

Questions arising in the course of the work of the Delegated Representative should be raised with the President ([president@ranzcp.org](mailto:president@ranzcp.org)), CEO ([ranzcp@ranzcp.org](mailto:ranzcp@ranzcp.org)) or Manager, Stakeholder Relations ([bronwen.evans@ranzcp.org](mailto:bronwen.evans@ranzcp.org)).

Funding for attendance at meetings associated with the Delegated Representative role will be as per the arrangements under the Terms of Reference of the relevant organisation. When no funding exists from the relevant organisation, the RANZCP can provide financial contributions towards costs and travel as per the RANZCP's Travel Policy.

Delegated Representatives should contact the Manager, Stakeholder Relations, when requiring assistance with travel requirements associated with their role.

## **EXPRESSING THE VIEWS OF THE RANZCP**

Delegated Representatives should express their views in a respectful and appropriate manner commensurate with membership of the RANZCP. The RANZCP has a number of resources including policies, position statements and media releases that may assist you in your role. To discuss any resource needs prior to a meeting where you are a Delegated Representative, please contact the Manager, Stakeholder Relations.

As per the RANZCP Media Policy, Members are not authorised to represent the RANZCP in the media, except where the President and/or Board have delegated their authority to the Member to comment on behalf of the RANZCP. Therefore, if you are approached by a media outlet please inform the RANZCP (Senior Manager, Communications +61 3 9601 4982) before proceeding.

## **RANZCP SUPPORT**

The RANZCP may be able to provide you with other information or resources to assist you in your role in representing the RANZCP on an external committee, group or body. This may be in the form of background notes or information that RANZCP staff can collate for you.

If you would like the RANZCP to provide you with any other assistance, please contact Bronwen Evans, Manager, Stakeholder Relations, via [bronwen.evans@ranzcp.org](mailto:bronwen.evans@ranzcp.org), or on +61 3 9601 4959.

## **COMMUNICATION**

Feedback from Delegated Representatives is an important part of representative work and you are encouraged to keep the RANZCP Board updated on the work, discussions and decisions of the external organisation in a timely manner. If official meeting minutes are prepared, it would be appreciated if they could be forwarded to the RANZCP, otherwise brief meeting notes including any outcomes and actions would be appreciated. If you provide feedback via written advice on a draft document, or if the external group you are a representative on communicates via email, please keep the RANZCP's Board updated of these actions/outcomes via the CEO or Manager, Stakeholder Relations.

In cases where meetings and discussions are confidential, please provide high-level, non-confidential outcomes of the meeting to the RANZCP.

## **RANZCP INSURANCE ARRANGEMENTS**

The RANZCP's insurance policy provides members and delegated representatives of the RANZCP on external advisory committees with appropriate cover for liability and professional indemnity in relation to their work on the committee/group, as prescribed by the terms or reference or guidelines. Please be advised, as per usual practices, that cover does not extend to serious or wilful misconduct or advice provided that falls out of the scope of the representation. Any changes in the scope of representation should be advised to the RANZCP to ensure coverage is maintained.

## **ENDING YOUR INVOLVEMENT WITH A COMMITTEE, GROUP OR BODY**

If you are no longer able to meet your obligations as a Delegated Representative on a committee, group or body, you must inform the Manager, Stakeholder Relations, in a timely manner.

Alternatively, if the committee, group or body you are working with concludes its role, it would be appreciated if you could also advise the Manager, Stakeholder Relations, via [bronwen.evans@ranzcp.org](mailto:bronwen.evans@ranzcp.org), or on +61 3 9601 4959.

## Revision Record Footer

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**Contact:**      **Manager, External Relations**

| <b>Date</b>       | <b>Version</b> | <b>Approver</b>                   | <b>Description</b>                                    |
|-------------------|----------------|-----------------------------------|---|
| 15/07/2014        | 1.0            | EM                                | New Document  |
| 22/03/2016        | 1.1            | Manager,<br>External<br>Relations | Updated to reflect the most current College Procedure |
| 10/10/2017        | 1.2            | Manager,<br>External<br>Relations | Updated to reflect current contact details            |
| 03/04/2018        | 1.3            | CEO                               | Updated to reflect current contact details.           |
| <b>April 2020</b> |                |                                   | <b>NEXT REVIEW</b>                                    |

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