

# Position Description

## Board Member



<b>Authorising Committee / Department:</b>	Board
<b>Responsible Committee / Department:</b>	Corporate Governance and Risk Committee
<b>Document Code:</b>	<b>PD OPCEO Board Member</b>

### Background

The Board (“Board”) of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) is the governing and policy making body of the College. It has statutory/compliance responsibilities in accordance with the Corporations Act 2001, the Australian Charities and Not-for-Profits Commission (ACNC) Act 2012, the College’s Constitution and its Regulations. It is elected in accordance with the College’s Constitution and Board Election Regulations, with each member being a Director of the Company.

The Board is responsible for, and has the authority to determine, all matters relating to the strategic direction, policies, practices, goals for management and the operation of the College carrying into effect the resolutions and directions of the Board and reviewing the advice and recommendations of the Members’ Advisory Council (MAC).

### Responsibilities/Role

- Be a member of the Board and hold a position as a Company Director of the RANZCP.
- Chair a Board constituent committee – as determined by the President and in consultation with the Board.
- Attend meetings of the Board, the Members’ Advisory Council and the Annual General Meeting.
- In conjunction with all Board members, monitor the College’s finances.
- Provide oversight and timely advice to the Board on broad issues involving the College, and their portfolio as Chair of one of the constituent committees of the Board.
- Support the President as and when required.
- As a Company Director, ensure the RANZCP is in a sound financial position, and complies with the Corporations Act 2001, ACNC Act 2012 and Australian Securities and Investment Commission (ASIC).

### General Duties

- Encourage and support communication across College committees, Branches, Faculties and Sections where required.
- Represent and liaise with appropriate stakeholders on behalf of the College as delegated by the Board and/or President.
- Attend specialised conferences, workshops and meetings as required.
- Comment on media matters delegated to them by the Board or President and in accordance with the College’s Media Policy.
- Be familiar with the Constitution of the College, the ACNC Act 2012 and the Corporations Act, and specifically understand the obligations of a Company Director.
- Complete the Australian Institute of Company Directors’ (AICD) course or the New Zealand Institute of Directors’ Course (if not completed previously).

### Selection Criteria/Qualifications

Fellowship of The Royal Australian and New Zealand College of Psychiatrists (RANZCP) for a minimum of three years.

## Desirable Qualities

- Excellence in an area of psychiatry practice/expertise.
- An ability to contribute to policy development and organisational decision making.
- Strong leadership expertise.
- Previous experience and involvement across College Committees.
- Hold respect of peers, with demonstrable excellence in education and training in Psychiatry - as outlined in curriculum vitae.
- Previous experience as a Company Director is desirable.

## Election Process

Refer to the Board Election Regulations.

## Voting Rights

A full voting member of the Board, and any other College Committees that they are a member of (other than those positions held as a co-opted member).

## Internal Relationships

A Board member will be required to establish and maintain relationships with the Board, the CEO, College membership, College committees and senior management.

## External Relationships

The Board member will be required to establish and maintain relationships across a range of external stakeholders.

## RELATED RESOURCES

- RANZCP Board Regulations and Board Position Descriptions, including President's Representative Position Description, the Board's constituent committees' Regulations and Position Descriptions
- RANZCP Board Members' Induction Manual/Handbook
- Board Election Regulations and Board Election Campaign Activities Policy
- RANZCP Constitution, Media Policy, Code of Conduct, Code of Ethics, COI Guideline, Board COI Register, Risk Management Policy and Risk Registers and Document Approval Pathway Procedure
- Deed of Undertaking in Relation to Confidentiality and Conflict of Interest
- Corporations Act 2001 and ACNC Act 2012

## REVIEW

This Position Description shall be reviewed every five years.

## APPROVAL / REVISION RECORD

<b>Contact: Manager, Governance and the Office of the President and CEO</b>			
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
17/11/2012	1.0	GC2012/4 R55	New document
30/4/17	1.1	B2017/3 R29	Updated to reference the ACNC Act, Board Election Regulations, Board Election Campaign Activities Policy, COI Guideline and Board COI Register
<b>2022</b>			<b>Next review</b>