

Position Description

President



Authorising Committee / Department:	Board
Responsible Committee / Department:	Corporate Governance and Risk Committee
Document Code:	PD OPCEO President

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-Profit 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 role of the RANZCP President is to lead the Board and to act as a representative of the Board and the College, both within and outside the College. The President is elected for a two year term. The President Elect is automatically deemed elected to the Office of President from the conclusion of the Annual General Meeting at which the President retires from office.

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).

The President is supported by the Office of the President and CEO.

Role of the President – Overview

The President is expected to develop broad knowledge and general understanding of all aspects of the College’s structures and processes.

In addition to having a regular and constant relationship with the CEO, the President also maintains relationships with the chairs of key College committees, Branches, Faculties and Sections, and is the external face of the College. Relationships and connections with leaders of other peak bodies and psychiatric associations domestically and internationally need to be developed and maintained, as well as those with important stakeholders with an interest in the work of the College and with politicians in both Australia and New Zealand.

During their term as President, the President Elect is the ‘understudy’ learning these roles, and supports the President, as and when required, to meet their obligations as President – refer to President’s Representative Position Description

The role of the President (and President Elect) includes attending Board meetings (seven per year), Board strategic planning meetings (two per year) and the Members’ Advisory Council (MAC) meeting (two per year). In addition, the President attends regular scheduled meetings such as the official weekly meeting with the CEO and senior staff, the Council of Presidents of Medical Colleges (usually amounting to 1-2 days each 3 months, including travel), events (internal and external), meetings with stakeholders, review of media releases, other media activity, attendance at Branch/Faculty/Section meetings and events; and dealing with constant email communication.

In carrying out their duties, the President could approach the most recent previous president, a past president, or a senior eminent Fellow who has held a senior role in the College, and holds the respect of peers e.g. a Faculty Chair, to represent them.

Prior to the conclusion of their term (approximately 3 months prior to May), the President and President Elect may determine which activities undertaken by the President will continue when the incoming President assumes the role.

Responsibilities/Role

- Holds a position as a Company Director of the RANZCP.
- Responsible for general leadership and direction of the Board and the College.
- Responsible for the efficient and effective organisation and conduct of the Board's functions.
- In conjunction with all Board members, monitor the College's finances.
- With the Chief Executive Officer, meet with key stakeholders in the mental health field including Government, non Government organisations, peak mental health advisory bodies, consumer and carer organisations and other relevant health related organisations.
- Represent the RANZCP at national and international events, professional and social occasions.
- Represent the RANZCP at key stakeholder meetings.
- Represent the RANZCP on relevant external committees.
- Be the RANZCP representative to comment on media matters in accordance with the College's Media Policy. Help guide and mediate Board actions with respect to College priorities and governance concerns.
- As a Company Director, ensure that the RANZCP is in a sound financial position, and complies with the Corporations Act 2001, the ACNC Act 2012 and the Australian and Securities and Investment Commission (ASIC).

General Duties

- Chair meetings and teleconferences of the Board and other committees as delegated by the Board.
- Chair the Annual General Meeting.
- Chair the official weekly Executive Meeting held in conjunction with the CEO senior management.
- Facilitate an effective and equitable contribution from each Board member.
- Review, with the Board and the Chief Executive Officer (CEO), issues of concern to the Board and the College.
- In conjunction with the Board members, evaluate the performance of the Chief Executive Officer.
- Be the major point of contact between the Board and the CEO.
- Liaise with Board members and senior management to source advice on matters pertinent to the Board and the College, including progress on important initiatives and any other significant issues.
- Encourage and support communication across College committees, Branches, Faculties and Sections where required.
- Prepare reports for the Board, Members' Advisory Council, AGM and College publications as required.
- Be an ex-officio member of all RANZCP Committees.
- Approve relevant College publications including, but not limited to Board Matters.
- Be familiar with the Constitution of the College, the ACNC Act 2012 and the Corporations Act 2001, 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)

Desirable Qualities

- Have a commitment to the professional development of psychiatry.
- An ability to contribute to policy development and organisational decision making.
- Strong leadership expertise.
- Previous extensive experience and involvement across College Committees.
- Articulate and comfortable with public speaking and managing meetings.
- Previous experience as a Company Director.
- Hold respect of peers, with demonstrable excellence in an area of psychiatry practice/expertise (as outlined in curriculum vitae).

Election Process

Refer to the Board Election Regulations.

Voting Rights

A full voting member of the Board.

Internal Relationships

The President will be required to establish and maintain relationships across the Board, with the CEO the College membership, College committees and senior management.

External Relationships

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

RELATED RESOURCES:

- RANZCP Board Regulations and Position Descriptions
- President's Representative Position Description
- Boards constituent committees' Regulations and Position Descriptions
- Executive Meeting Regulations
- 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 Register, 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

Contact: Manager, Governance and the Office of the President and CEO			
Date	Version	Approver	Description
17/11/2012	1.0	GC2012/4 R55	New document
29/05/2013			Effective date
30/4/17	1.1	B2017/3 R26	Updated to include a role overview, reference to the ACNC Act, Board Election Regulations, Board Election Campaign Activities Policy, COI Guideline and Board COI Register
2022			Next review