

# Position Description

## President Elect



<b>Authorising Body:</b>	Board
<b>Responsible Committee:</b>	Corporate Governance and Risk Committee
<b>Responsible Department:</b>	OPCEO – Governance
<b>Document Code:</b>	<b>PD President Elect</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-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 President Elect 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).

### Role of the President and President Elect – 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 Elect, 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 (approximately 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.

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.
- As required, takes on additional responsibilities as directed by the President and/or Board.
- In conjunction with all Board members, monitor the College's finances.
- Understand the responsibilities of the Board Chair and be able to perform these duties in the Chair's absence.
- Participate as a vital part of the board leadership.
- As required, represent the RANZCP at national and international events, professional and social occasions.
- As required, represent the RANZCP at key stakeholder meetings.
- As required, represent the RANZCP on relevant external committees.
- As a Company Director, ensure the RANZCP is in a sound financial position, and complies with the Corporations Act 2001, the ACNC Act 2012 and the Australian Securities and Investment Commission (ASIC).

## **General Duties**

- In the absence of the President, chair meetings and teleconferences of the Board.
- Chair meetings of the Members' Advisory Council, Audit Committee, RANZCP Foundation Committee and the Awards and Recognition Committee.
- In the absence of the President, Chair the official weekly Executive Meeting held in conjunction with the CEO and senior management.
- Facilitate an effective and equitable contribution from members of the Members' Advisory Council.
- In the absence of the President, brief the Members' Advisory Council on relevant issues arising at Board meetings.
- In the absence of the President, be the major point of contact between the Board and the CEO.
- In conjunction with the other Board members, evaluate the performance of the Chief Executive Officer.
- In the absence of the President, liaise with the Board members and other senior management to source advice on matters pertinent to the Board and the College, including progress on important initiatives and any other significant issues.
- Comment on media matters delegated to them by the President and in accordance with the College's Media and Communications Policy.
- If a casual vacancy arises in the position of President, assume the role of President (as per the College's Constitution).
- 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) for a minimum of three (3) years.

## **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 Elect will be required to establish and maintain relationships across the Board, with the CEO, Members' Advisory Council, the Audit Committee, Awards and Recognition Committee, the RANZCP Foundation Committee, College membership, College committees and senior management.

### **External Relationships**

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

### **RELATED RESOURCES**

- RANZCP Board Regulations and Board Position Descriptions
- President's Representative Position Description
- Board constituent committees' Regulations and Position Descriptions
- RANZCP Foundation Committee Regulations
- Executive Meeting Regulations
- RANZCP Board Members' Induction Manual
- Board Election Regulations and Board Election Campaign Activities Policy
- RANZCP Constitution, Media and Communications 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 relating 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:</b>	<b>Senior Manager, Corporate Governance and Risk</b>		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
17/11/2012	1.0	GC2012/4 R55	New document
29/05/2013			Effective date
30/4/17	1.1	B2017/3 R27	Updated to include a role overview, reference to the ACNC Act, Board Election Regulations, President's representative, Board Election Campaign Activities Policy, COI Guideline and Board COI Register
6/7/18	1.2	Senior Manager, Governance	Updated to reflect the change of name of various governance documents and including the RANZCP Foundation Committee.
<b>2020</b>	<b>Next review</b>		