

# Regulations

## Faculty and Section Subcommittees'



<b>Authorising Body:</b>	Board
<b>Responsible Committee:</b>	Corporate Governance and Risk Committee
<b>Responsible Department:</b>	Membership and Events
<b>Document Code:</b>	<b>REG Faculty and Section Subcommittees' Regulations</b>

### Background

Each Faculty and Section of the College is governed by a Bi-national Committee (refer to the *Bi-national Faculty Committees' Regulations* and the *Bi-national Section Committees' Regulations*). In some jurisdictions a Bi-national Faculty Committee or a Bi-national Section Committee may operate a jurisdictional based Faculty or Section Subcommittee (previously known as a Branch Faculty Committee or Branch Section Committee, respectively).

**This document relates only to the Faculty and Section Subcommittees.** Noting that where "Faculty/Section" is used throughout these Regulations that it relates to the respective Faculty or Section Subcommittee.

Where a Faculty/Section Subcommittee does not exist, a local Faculty/Section Member may write to the relevant Bi-national Faculty or Section Committee to seek approval to establish a Faculty/Section Subcommittee in accordance with the College's guideline.

The Faculties of the College are outlined below.

- **Faculty of Addiction Psychiatry** – established in May 2015. The Faculty replaced the Section of Addiction Psychiatry which was formed in April 2002, and had previously been known as the Section on Alcohol and Other Drugs after its establishment in 1987.
- **Faculty of Adult Psychiatry** – established August 2018.
- **Faculty of Child and Adolescent Psychiatry** – the Faculty of Child Psychiatry was renamed the Faculty of Child and Adolescent Psychiatry in September 1992 (previously named the Faculty of Child).
- **Faculty of Consultation-Liaison Psychiatry** – established in May 2015. The Faculty replaced the Section of Consultation-Liaison Psychiatry which was formed in May 1995.
- **Faculty of Forensic Psychiatry** – established in February 2011. The Faculty replaced the Section of Forensic Psychiatry which was established in May 1968.
- **Faculty of Psychiatry of Old Age** – established in 1998. The Faculty replaced the Section of Psychiatry of Old Age which was established in 1988.
- **Faculty of Psychotherapy** – established in May 2015. The Faculty replaced the Section of Psychotherapy which was formed in October 1989.

The Sections of the College are outlined below.

- **Section of Child and Adolescent Forensic Psychiatry** – was established in 2015. The Section replaced the Special Interest Group in Child and Adolescent Forensic Psychiatry which was formed in 2012.
- **Section of Early Career Psychiatrists** – was established in May 2015. The Section replaced the Early Career Psychiatrists' Special Interest Group which was formed in November 2010.
- **Section of Electroconvulsive Therapy and Neurostimulation** – was established in May 2015. The Section replaced the Electroconvulsive Therapy and Neurostimulation Special Interest Group which was formed in January 2011.

- **Section of History, Philosophy and Ethics of Psychiatry** – was established in May 2015. The Section replaced the Special Interest Group in the Philosophy of Psychiatry which was formed in 1995.
- **Section of Leadership and Management** – was established in May 2015. The Section replaced the Special Interest Group in Leadership and Management which was established in 2004.
- **Section of Neuropsychiatry** – was established in 2004.
- **Section of Perinatal and Infant Psychiatry** – was established in May 2015. The Section replaced the Special Interest Group in Perinatal and Infant Psychiatry which was formed in 2005.
- **Section of Private Practice Psychiatry** – was established in May 2015. The Section replaced the Private Practitioners' Network Special Interest Group which was established in 2011.
- **Section of Psychiatry of Intellectual and Developmental Disabilities** – was established in May 2015. The Section replaced the Special Interest Group in Psychiatry of Intellectual and Developmental Disabilities which was formed in November 2010.
- **Section of Rural Psychiatry** – was established in February 2013. The Section replaced the Special Interest Group of Rural Psychiatry which was formed in October 2002.
- **Section of Social and Cultural Psychiatry** – was established in October 1972, following an in-principle agreement by the then General Council to establish a Section on Transcultural Psychiatry in May 1972.
- **Section of Youth Mental Health** – was established in May 2015. The Section replaced the Special Interest Group in Youth Mental Health which was formed in November 2010.

## 1. ROLE

Faculty/Section Subcommittees may exist in an Australian State or Territory and within New Zealand, to support the local work of State/Territory/New Zealand Faculty/Section members, if required.

## 2. RESPONSIBILITIES

### 2.1. Committee

- a) In consultation with the relevant Bi-national Faculty or Section Committee, implement the relevant responsibilities of the Bi-national Committee at a local level as required.
- b) Develop, coordinate and promote local activities, including but not limited to, meetings, events for CPD, networking events, or local policy work as required for members in that jurisdiction.
- c) Respond to any queries and/or provide advice when requested from the RANZCP Board or other College committees relevant to the Subcommittee's area of psychiatric specialty.
- d) Raise requests received directly from external stakeholders to the Bi-national Faculty/Section Committee.
- e) Communicate with the local College Branch or New Zealand National Office in terms of promoting the Faculty/Section Subcommittee's activities in local communiques.
- f) Maintain close communication and collaboration with the Bi-national Faculty/Section Committee, and the appropriate Branch Committee or New Zealand National Committee, on other College matters relevant to that Subcommittee.
- g) Identify and raise any risks through the Faculty/Section Subcommittee Chair to the Bi-national Faculty/Section Committee.

## 2.2. Chair

Is responsible for ensuring that all local activities have the appropriate Bi-national Faculty/Section Committee approval and that the State/Territory Branch or New Zealand National Committee are informed of activities.

## 3. REPORTING RELATIONSHIPS

- a) Faculty/Section Subcommittees will report to the relevant Bi-national Faculty/Section Committee through the Subcommittee Chair (or Deputy Chair as Proxy). The Faculty/Section Subcommittee should maintain close communication and collaboration with the appropriate College Branch Committee or New Zealand National Committee on matters relevant to the Faculty/Section in that jurisdiction.
- b) The Faculty/Section Subcommittee shall liaise with other College groups including but not limited to the Board, Members' Advisory Council, other College committees and Faculties and Sections on matters of relevance to these groups.
- c) In the interests of clarity it should be noted that, all Bi-national Faculty/Section Committees:
  - are responsible to the Board and report to the Board via the CEO's Report (provided by the Subcommittee Chair).
  - will work closely with the College's Chief Executive Officer (CEO) and senior management to ensure its responsibilities are met.
  - is responsible for approving the establishment of a Faculty/Section Subcommittee via the relevant jurisdictional representative on the Bi-national Faculty/Section Committee.
  - shall be represented on the Members' Advisory Council (MAC) by the Chair of the Bi-national Faculty/Section Committee.
  - Through the Bi-national Faculty/Section Committee Chair will update Faculty/Section members on the activities of the Faculty/Section at its Annual Members' Forum (held at the College's Congress or in conjunction with the Faculty's/Section's Annual Scientific Meeting).

## 4. FACULTY/SECTION SUBCOMMITTEES

A minimum of five (5) to a maximum of 10 members (including the Chair and Deputy Chair positions) is required for a Faculty/Section Subcommittee to form and operate.

The Subcommittee should ideally include a mix of Fellows, Affiliates and, where possible, a Trainee(s) to receive input from a variety of members.

### Forming a Section Subcommittee within a smaller jurisdiction

Where smaller jurisdictions with limited members wish to form a subcommittee, an application must be made to the relevant Bi-national Section Committee.

This process does not apply to Faculty Subcommittees within smaller jurisdictions.

### 4.1. Composition/Membership

The Faculty/Section Subcommittees should consist of:

- A Chair (Fellow or Affiliate who must be, for Faculties an Accredited Member of the Faculty, or for Sections a Section Member) appointed from among the Members of the Faculty/Section Subcommittee.

- Between 4-9 Members (Fellow, Affiliate or Trainee – noting that all members of the Faculty/Section Subcommittee must be at a minimum Members of the respective Faculty/Section).

### **Deputy Chair Option**

If required, a Deputy Chair (appointed from among the Subcommittee members) could be appointed to assist the Chair with workload.

The Deputy Chair may Proxy for the Chair of the Faculty/Section Subcommittee at the respective Bi-national Faculty/Section meetings. However, notice is to be provided to the Bi-national Faculty/Section Committee Chair and the College ahead of attendance to ensure meeting papers are provided ahead of the meeting.

## **4.2. Elections, Appointments and Casual Vacancies**

Elections/appointments to Faculty/Section Subcommittee must be provided by the Faculty/Section Subcommittee Chair to the relevant Bi-national Faculty/Section Committee Chair) and will be noted by the Board via the CEO's Report

### **4.2.1. Chair (Fellow or Affiliate who must be, for Faculties an Accredited Member of the Faculty, or for Sections a Section Member)**

- a) The Chair shall be appointed by the Subcommittee from among the Subcommittee members once formed. The way in which the Chair appointment is made is at the discretion of the Subcommittee provided the decision of who is to be the Chair is supported by the majority of Subcommittee members and the individual satisfies the selection criteria.
- b) The Chair will be required to be a Jurisdictional Member on the respective Bi-national Faculty/Section Committee.
- c) The term of a Chair will be in accordance with a Jurisdictional Member position on a Bi-national Faculty/Section Committee.
- d) In the case of the resignation of the Chair, a Casual Vacancy will arise and the Deputy Chair (if applicable) will be given the option to become the Chair.
- e) If the Deputy Chair does not wish to be the Chair or the Faculty/Section Subcommittee does not have a Deputy Chair, the Faculty/Section Subcommittee will appoint a Chair in accordance with clause 4.2.1 a) above ensuring that the minimum operating provisions are satisfied.
- f) In the case that no other Subcommittee Member wishes to be the Chair and/or the minimum operating provisions are not satisfied, a call for nominations will be undertaken for a Jurisdictional Member at a Bi-national Faculty/Section Committee level.

### **4.2.2 Deputy Chair (if required by the Chair) (Fellow or Affiliate who must be, for Faculties an Accredited Member of the Faculty, or for Sections a Section Member)**

- g) A Deputy Chair (if required by the Chair) shall be appointed by the Subcommittee from among the Subcommittee members once formed. The way in which the Deputy Chair appointment is made is at the discretion of the Subcommittee provided the decision of who is to be the Chair is supported by the majority of Faculty/Section Subcommittee members and the individual satisfies the selection criteria.
- h) A Deputy Chair may Proxy for the Chair at the respective Bi-national Faculty/Section Committee meeting(s). The Deputy Chair must report back to

the Chair of the Subcommittee so that they can carry out their responsibilities as detailed in clause 2.2 and 3 a).

- i) The term of a Deputy Chair will be in accordance with a Jurisdictional Member position on a Bi-national Faculty/Section Committee.
- j) In the case of the resignation of the Deputy Chair, a Casual Vacancy will arise and another Member of the Faculty/Section Subcommittee will be given the option to become the Deputy Chair in accordance with 4.2.1 g) of these Regulations.
- k) Should the resignation of the Deputy Chair result in fewer than five members, an expression of interest process will take place outside of the election timing outlined in 4.2.2 a) above. This position will not be deemed a casual vacancy.

#### **4.2.3 Member (Fellow, Affiliate or Trainee – Fellow or Affiliate who at a minimum must be a Member of the relevant Faculty/Section)**

- a) An expression of interest process will be undertaken by the College to call for Members of a Faculty/Section Subcommittee.  
  
For new Faculty/Section Subcommittees, this will occur when approval is given to establish/re-establish by the Bi-national Faculty/Section Committee  
  
For existing Faculty/Section Subcommittees, this will occur prior to the relevant Bi-national Faculty/Section Committee election process held every two years.  
  
There are no limitations on terms served on the Faculty/Section Subcommittee.
- b) Members of the Faculty/Section Subcommittee are appointed every two years at the conclusion of the expression of interest process outlined in 2.2.2 a) above. Those who are currently on a Faculty/Section Subcommittee will be required to resubmit an expression of interest to enable current members to determine if they wish to remain on the Faculty/Section Subcommittee.
- c) If more than 5 (to a maximum of 10) expressions of interest are received for a Faculty/Section Subcommittee, those persons will be duly appointed to the Faculty/Section Subcommittee (ensuring that they satisfy the selection criteria).
- d) When a resignation occurs leaving a Faculty/Section Subcommittee with fewer than five members, an expression of interest process will take place outside of the election timing outlined in 2.2.2 a) above. This position will not be deemed a casual vacancy.
- e) When a resignation occurs leaving a Faculty/Section Subcommittee with between five (5) and nine (9) members, the position will remain vacant until the next formal election period and the Subcommittee will continue to operate with fewer members.
- f) Where more than 10 expressions of interest are received, the members will be determined by random draw in consultation with the current subcommittee (if it exists) or by the relevant Bi-national Faculty/Section Committee (if a Faculty/Section Subcommittee does not exist).

#### **4.2.4 Co-opted Members**

Refer to the *Committee Meeting Operations Regulations* for additional information regarding Co-opted Members.

#### **4.2.5 Observers**

Refer to the *Committee Meeting Operations Regulations* for information regarding Observers.

#### 4.2.6 Casual Vacancies

- a) Refer to 4.2.1, 4.2.2.
- b) The casual vacancy appointment shall be for the remainder of the term.
- c) A person appointed as a casual vacancy shall be eligible for appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

### 5. OPERATION OF THE COMMITTEE

#### 5.1 Refer to the [Committee Meeting Operations Regulations](#) for the Committee's operational information including:

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

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

#### 5.2 Additional Specific Operational Information

In addition to the Financial Responsibilities outlined in the *Committee Meeting Operations Regulations*:

- a) The Chair of the Subcommittee is responsible for ensuring all local activities have the appropriate Bi-national Faculty or Section Committee budget approval (working closely with College senior management), as well as informing their State/Territory Branch or New Zealand National Committee of the Subcommittee's activities.
- b) Funding requests for Faculty/Section Subcommittee activities will be subject to the Subcommittee providing a submission for an annual budget, developed in consultation with College senior management, which must then be approved by the Bi-national Faculty/Section Committee, and other required committees.
- c) The signatories for all Faculty and Section accounts shall be in accordance with College established financial signatories.
- d) Without limiting the generality of the application of Faculty/Section funds to further the activities of the Faculty/Section, funds may be used for the following purposes:

- (i) Conducting continuing professional development, scientific meetings and other related activities.
- (ii) The rental of premises for meetings of the Faculty/Section.
- (iii) The production and postage of publications such as newsletters for distribution to Faculty/Section members.
- (iv) The payment of expenses for speakers provided payments are consistent with Board approved guidelines for such payments and within the regulations and Constitution of the College.
- (v) To support research projects carried out for and by the Faculty/Section provided that such research shall be consistent with the objects of the College.
- (vi) Payment of such other expenses as the Faculty/Section Subcommittee may deem necessary provided such payments are in accordance with Board approved policy and guidelines of the College and approved by the relevant Bi-national Faculty/Section Committee via the relevant Branch Committee/New Zealand National Committee.

## Revision Record

**Contact:** Senior Manager, Membership Services (Membership and Events)

Date	Version	Approver	Description
26/04/19	1.0	B2019/OOS R22	New document.
<b>NEXT REVIEW: 2021</b>			