

<b>Authorising Committee / Department:</b>	Board
<b>Responsible Committee / Department:</b>	Corporate Governance and Risk Committee
<b>Document Code:</b>	<b>REG MOP Faculties Membership</b>

### Background

Pursuant to Article 16.1 of the Constitution, the Board may establish Faculties of the College responsible to the Board, provided that any such Faculty shall, in the opinion of the Board, represent an internationally recognised body of knowledge in psychiatry and have College accredited training. Membership of Faculties shall be open to all qualified Members of the College as determined by the Board.

In 2015, the Board concluded its review of the College's Faculties, Sections and Special Interest Groups (SIGs) and agreed on key changes to the governance structural model.

From the conclusion of the College's Annual General Meeting (AGM) in May 2015, all groups with an associated RANZCP advanced training program became known as 'Faculties' (this included the Sections of Addiction Psychiatry, Psychotherapy and Consultation-Liaison Psychiatry) and SIGs became known as 'Sections'. Some Sections (Neuropsychiatry, Rural Psychiatry and Social and Cultural Psychiatry) remained as Sections.

The Faculties of the College are:

- **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 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 Psychiatry, established in 1987). It was originally established as the Section of Child Psychiatry in 1964.
- **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.

## **1. ROLE**

Responsible directly to the Board, a Faculty will promote discussion and co-operation among members of the College and the general public in their relevant discipline of psychiatry.

## **2. RESPONSIBILITIES**

The Faculty, through its Bi-national Faculty Committee, will be responsible for:

- a) Promoting the objectives of the College as stated in the Constitution with particular reference to the Faculty's discipline of psychiatry.
- b) Promoting and encouraging the study of psychiatry relevant to the Faculty's discipline in all its aspects by providing a forum for the exchange of ideas and knowledge.
- c) Promoting and encouraging the highest clinical and ethical standards in the delivery of psychiatry services relevant to the Faculty's discipline.
- d) Working with the Education Committee and relevant Subcommittee for Advanced Training to continue to provide psychiatry training programs in the Faculty's psychiatry discipline for trainee psychiatrists and psychiatrists.
- e) Working with the Accreditation Committee to accredit training programs in the Faculty's psychiatry discipline for trainee psychiatrists and psychiatrists in accordance with College Policy and delegation.
- f) Promoting and encouraging the development of knowledge and practice, of the highest standard, in the Faculty's relevant discipline of psychiatry, for psychiatrists, trainee psychiatrists, medical students, related health professionals, students of related health professions, other medical practitioners and involved legal practitioners.
- g) Promoting and facilitating research relevant to the Faculty's discipline of psychiatry, and disseminating and promoting the research as appropriate.
- h) Liaising and co-operating with societies and associations outside the College in the study and practice of psychiatry relevant to the Faculty's discipline.
- i) Informing and engaging with the general community on topics relevant to the Faculty's discipline, and particularly to promote a clear understanding of the subject.
- j) Developing and implementing an annual work plan.

## **3. REPORTING RELATIONSHIPS**

- a) The Faculty shall report on its activities to the Board or President via the Bi-national Faculty Committee, as required
- b) The Faculty will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.
- c) The Faculty shall be represented on the Members' Advisory Council (MAC) by the Chair of the Bi-national Faculty Committee.
- d) The Faculty shall liaise with other College groups including the Board, Members' Advisory Council, Branch Committees, the New Zealand National Committee, Committees, Faculties and Sections as required.
- e) Any established Branches of the Faculty will report to the relevant Bi-national Faculty Committee, however should maintain close communication and collaboration with the appropriate Branch Committee (or New Zealand National Committee) of the College on matters relevant to that jurisdiction.

## **4. MEMBERSHIP OF THE FACULTY**

### **4.1. Eligibility**

In line with the 2015 changes to the structure of the Faculties and Sections, each Faculty will have two categories of membership – *Accredited Membership* and *Membership*, the eligibility for each are listed below:

- a) Any member of the College with an interest in the discipline of the respective Faculty is eligible for Membership of that Faculty.
- b) Any Fellow or Affiliate Member of the College, who is involved in the practice, teaching or research of the above mentioned disciplines of psychiatry and is recognised by the executive of a Faculty, using operationalised criteria defined by the bi-national committee, as having special expertise in this field, is eligible for Accredited Membership of the respective Faculty.
- c) Any Fellow of the College who has been awarded the Certificate of Advanced Training in one of the above mentioned disciplines of psychiatry is eligible for Accredited Membership of the respective Faculty.
- d) Any Fellow or Affiliate Member of the College who, in another country, has been accredited as a subspecialist in and has completed the equivalent of the Certificate of Advanced Training in one of the above mentioned disciplines of psychiatry, as determined by the Bi-national Faculty Committee, is eligible for Accredited Membership of the respective Faculty.
- e) Any Fellow who has been a member of a Faculty and has retired from their work in one of the above mentioned disciplines of psychiatry, may be eligible for honorary membership subject to approval by the executive of the Bi-national Faculty Committee.

### **4.2. Register of Members**

Fellows, Associate Members and Affiliate Members wishing to join a Faculty shall be considered by the respective Bi-national Faculty Committee and shall confirm their membership each subsequent year, after payment of any membership fee as determined by the Board (Fellows who have been exempted from annual College subscription fees pursuant to Article 5.2 of the Constitution are also exempt from paying annual Faculty membership fees).

By joining a Faculty, members agree that their names shall be entered in a Register of Members, and that their contact details may be passed on to the Bi-national Faculty Committee and a branch level Faculty (if one exists), for communication purposes, and in accordance with College policy.

### **4.3. Resignation of membership**

Each member shall indicate annually, at the time of payment of Annual College fees, whether they intend to continue membership of the Faculty. Those members who do not give such an indication shall be regarded as having resigned from the Faculty.

Members may also resign in writing to the Secretary of the Faculty.

### **4.4. Termination of membership**

Any Faculty member who has had their Membership of the College terminated or suspended in accordance with the RANZCP Constitution, will also automatically have their membership of a Faculty terminated or suspended simultaneously. If a Fellow has been reinstated to College Fellowship, he or she may apply in writing to the Bi-national Faculty Committee for consideration of reinstatement of Faculty membership.

## **5. FACULTY BRANCHES**

- a) With the approval of the Bi-national Faculty Committee and the Board, a branch of the Faculty may be formed within each State and Territory of Australia and New Zealand, based on the geographical boundaries for branches of the College. The members of the Faculty in that branch shall constitute the members of the Faculty branch. The Faculty branch may establish a Committee which shall consist of not less than three and no more than ten members.
- b) The activities of a Faculty branch shall be in accordance with College and with the current policies of the Faculty.
- c) The organisation of the Faculty branch shall be determined by the members in that Faculty branch and approved by the Bi-National Faculty Committee. The Faculty branch Committee representative on the Bi-National Faculty Committee shall be responsible for communicating and reporting between the Faculty branch Committee and the Bi-national Faculty Committee.
- d) Each Faculty branch Committee may present an update on activities to the Faculty's Annual Members' Forum.
- e) Any established Branches of the Faculty will report to the relevant Binational Faculty Committee, and should maintain close communication and collaboration with the appropriate Branch Committee (or New Zealand National Committee) of the College on matters relevant to that jurisdiction.

## **6. FACULTY MEETINGS**

### **6.1. Scientific Meeting**

- a) A Faculty may hold an Annual Scientific Meeting, at such time and in such place as shall be determined by the Bi-national Faculty Committee. Organisation of such meetings must be in accordance with existing College policies and procedures regarding conferences and events, and must not conflict with the College's annual Congress.
- b) The Bi-national Faculty Committee shall be ultimately responsible for Faculty Annual Scientific Meetings, but may delegate organisation to a local Faculty branch.
- c) An organising committee for an Annual Scientific Meeting may be established by the Bi-national Faculty Committee or the local Faculty branch. The Organising Committee will provide the Executive Officers of the Bi-national Faculty Committee with a budget for the meeting, not less than six months prior to the commencement of the meeting, and the Executive Officers will also provide the budget and any other relevant organisational information to the Board and the Finance Committee.
- d) Each Faculty Branch may organise its own continuing medical education activities as required, in line with the Faculty's expenditure approval processes.

### **6.2. Annual Members' Forum**

- a) An annual Members' forum of the Faculty may be held in conjunction with the annual Scientific Meeting of the Faculty or at the annual College Congress.
- b) At the Forum, the Bi-national Faculty Committee shall be responsible for presenting a statement of receipts and expenditure and a balance sheet of the Faculty for any financial year ending since the last Forum and a report on the affairs of the Faculty including the Faculty branches for the period since the last Forum.

## **7. BI-NATIONAL FACULTY COMMITTEE**

The Faculty shall be administered by a Bi-national Faculty Committee. The role, responsibilities and operations of the Bi-national Committee are listed in the Regulations for Faculty Committees.

## **8. TRAINING**

Regulations have been established to provide governance for the Faculty's respective RANZCP Subcommittee for Advanced Training. A member of the Faculty sits on the Subcommittee.

## **9. ADMINISTRATIVE SUPPORT**

The Faculty and its Bi-national Committee shall be supported by the staff of the College. In particular the Manager, Membership Engagement shall be available to attend meetings of the Bi-national Faculty Committee.

## **10. REVIEW**

Pursuant to Article 15.8 of the Constitution “the Board shall review the need for each Committee and the members thereof at least every two years.”

These regulations shall be reviewed two (2) years from commencement.

## **11. MEDIA and AUTHORISED STATEMENTS**

With respect to making media or other external comment or representation, the College’s Media Policy (available on the RANZCP website) should be consulted and adhered to.

Pursuant to Articles 9.4.1 and 9.4.2 of the Constitution, “the President or the Board may authorise any Committee or individual to represent the College before any government or governmental body or committee or to make statements or express views on behalf of the College. The authority may be given generally or for a specific situation and may be given on such conditions as the President or the Board thinks fit. Unless duly authorised to do so under this Article, no Member may make any statement or express any view which purports to be a statement or view of the College or as having been made or expressed on behalf of or with the concurrence of the College”.

The Board is authorised to nominate RANZCP Members to comment to the media in accordance with their expertise. The Board may authorise Committee/Branch/Faculty/Section and Chairs to comment on certain issues.

## **12. INTERPRETATION**

- “Article(s)” means an article or clause of the Constitution.
- “Affiliate” means a Member admitted pursuant to Article 3.5 of the Constitution.
- “Associate” means a Member admitted pursuant to Article 3.4 of the Constitution.
- “Board” means the board of the College established under the Constitution, each member of which shall be a Director of the College.
- “College” or RANZCP means The Royal Australian and New Zealand College of Psychiatrists.
- “Constitution”, means the Constitution of The Royal Australian and New Zealand College of Psychiatrists (August 2012).
- “Committee” means the Bi-national Faculty Committee of the relevant Faculty
- “Executive” means the Bi-national Faculty Committee Executive Officers – Chair, Secretary and Treasurer.
- “Faculty Committee” means the Bi-national Committee of the Faculty.
- “Faculty branch” means the Branch or associated organisation of the Faculty formed within the Branch of the College and with the approval of the Bi-national Faculty Committee and the Board.
- “Fellow” means a Member who holds Fellowship of the College pursuant to Article 3.3 of the Constitution.
- “Financial year” shall be defined in the same manner as for the activities of the Board of the College.

### 13. ASSOCIATED DOCUMENTS

- Faculty Committee Regulations
- RANZCP Constitution, Media Policy, Code of Conduct, Code of Ethics and website

### REVISION RECORD

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Contact:      **Manager, Membership Engagement and Manager, Governance and OPCEO**

Date	Version	Approver	Description
26/02/2011	1.0	GC2011/1 R44	New document
25/02/2012	1.1	GC2012/1 R44	Amendments not recorded
31/01/2013	1.2	GRC	Amended to reflect change to standard regulations – no more than ten members on Faculty Branch Committees; references to new governance structure. Clarification of the terms of Executive Officers (other than Chair).
13/02/2016	2.0	B2016/2 R33	Updated to reflect the outcomes of the review of the Faculty, Section and SIG governance structure.
<b>2018</b>			<b>NEXT REVIEW</b>