

Regulations

Members' Advisory Council



Background

In May 2013, the Members' Advisory Council was established. This was as a result of the implementation of a new governance model that was passed by the Fellowship in August 2012.

1. ROLE

The role of the Members' Advisory Council (**MAC**) is to:

- Provide information and advice to the Board on a variety of issues, including but not limited to strategy and risk confronting the College.
- Provide a forum for College Members to raise and discuss issues or provide feedback relevant to the College or mental health.

2. RESPONSIBILITIES

The Members' Advisory Council will be responsible for:

- a) Providing advice to the Board on a variety of issues, including but not limited to:
 - The strategic direction of the College and assisting with the annual review of the College's Strategic Plan
 - Policy
 - Proposed amendments to Regulations and the Constitution
 - Other matters referred from the Board
 - Issues and needs within mental health that impact on the delivery of mental health in the community and the activities of the College.
- b) Providing a written report to the Board on:
 - The activities of the MAC
 - Items of potential strategic or policy implication for the College
 - Risks associated with mental health at a representative or jurisdictional level.
- c) Providing a forum for the College membership to:
 - Engage with the Board
 - Provide advice, input and feedback to the Board
 - Raise issues for discussion.
- d) Acting as a resource for the Board.

3. REPORTING RELATIONSHIPS

- a) The MAC shall report directly to the Board.
- b) At each meeting of the MAC, each MAC member will provide a written report on its committee's activities and raise any issues for the Board's consideration.
- c) Each MAC member will report on the outcomes of each meeting of the MAC to their respective committee.
- d) The MAC will work closely with the Chief Executive Officer and Senior Management to ensure the MAC's responsibilities are met.

4. MEMBERS' ADVISORY COUNCIL

4.1. Composition/Membership

The Membership of MAC will comprise of the following:

- Chair – President-Elect
- Members:
 - President
 - Chair, Corporate Governance and Risk Committee (Elected Director)
 - Chair, Education Committee (Elected Director)
 - Chair, Finance Committee (Elected Director)
 - Chair, Membership Engagement Committee (Elected Director)
 - Chair, Practice and Partnerships Committee (Elected Director)
 - Chair, Branch Committees x 8
 - Chair, New Zealand National Committee
 - Chair, Bi-national Faculty Committee x 7
 - Chair, Bi-national Section Committee x 12
 - Chair, Trainee Representative Committee
 - Member, Trainee Representative Committee (from alternate national jurisdiction to the Chair, Trainee Representative Committee)
 - Chair, Overseas Trained Psychiatrists' Representative Committee
 - Chair, Te Kaunihera
 - Chair, Aboriginal and Torres Strait Islander Mental Health Committee
- Community Representative x 2 (1 from Australia and 1 from New Zealand).

4.2 Elections, Appointments and Casual Vacancies

4.2.1 Chair and Members

- a) The term of office of the Chair and all Members shall coincide with their term on their respective Committee or their term as a Board Director.
- b) Any casual vacancies will be filled in accordance with the respective Board/committee's Regulations.

4.2.2 Community Representatives

- a) The Community Representatives shall be appointed in accordance with the 'Procedure for Appointment of Community Members to College Committees'.
- b) The term of a Community representative will be in accordance with the 'Procedure for Appointment of Community Members to College Committees'.
- c) Any casual vacancies will be filled in accordance with the 'Procedure for Appointment of Community Members to College Committees'.

4.2.3 Casual Vacancies

Refer to clauses 4.2.1 b) and 4.2.2 c) of these Regulations.

4.2.4 Co-opted Members

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

4.2.5 Observers

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

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

5.2.1 Meetings

In addition to the Meetings section outlined in the *Committee Meeting Operations Regulations*:

- a) It is normal practice to provide at least 4 weeks' notice for these meetings.

5.2.2 Other Committees

- a) The MAC may establish Working Groups following approval of the Board.

5.2.3 Financial Responsibilities

In addition to the financial responsibilities outlined in the *Committee Meeting Operations Regulations*:

- a) The MAC is required to operate in accordance with College Policy, processes and within the budgetary constraints as determined by the Board. Any spending above and beyond the allocated budget requires explicit authorisation as per the College's delegation of authority Policy.

5.2.4 Definitions

In addition to the Definition and Interpretation section outlined in the *Committee Meeting Operations Regulations*:

'Carer' means a family/whānau member, friend or another whose life, because of their active caring and supporting role, has been affected by their close association with an individual who has, or who has had experience of mental illness.

'Community Member' encompasses Carers, Consumers and Community Organisation Representatives. A Community Member has committee voting rights.

'Community Organisation Representative' means a representative of non-government community based or mental health-based organisation or volunteer organisations.

'Consumer' means an individual who has, or has had experience of mental illness.

'MAC' means the Members' Advisory Council.

Revision Record

Contact:	Executive Manager, Membership and Events		
Authorising Body:	Board		
Responsible Committee:	Corporate Governance and Risk Committee		
Document Code:	REG Members' Advisory Council Regulations		
Date	Version	Approver	Description
17 November 2012	1.0	CGRC GC2012/4 R47	New document
27 October 2013	2.0	Board B2013/6 R5	Updated by Membership
29 January 2020	2.1	Legal Counsel	Updated the operational content as approved by the Board on 18 November 2018, updated definitions for currency, and placed Regulations of revised format.
22 February 2020	3.0	Board B2020/1 R27	Update to representative member numbers and other minor administrative amendments.
NEXT REVIEW: 2022			