

# Regulations

## Membership Engagement Committee



### Background

In May 2013, The Royal Australian and New Zealand College of Psychiatrists (RANZCP) established a new committee called the Membership Engagement Committee (MEC). Following a review in 2016, in February 2017 the RANZCP Board approved several changes in relation to the MEC's roles, responsibilities, membership and subcommittee composition. Following a further review in 2019, the RANZCP Board approved proposed changes to the MEC governance structure taking a greater focus on member wellbeing.

### 1. ROLE

The role of the MEC is to provide a focal point within the RANZCP for considering and recommending policies and systems for effectively engaging with the membership, increasing the value of College membership and ensuring feedback from members is appropriately addressed.

The MEC serves as a conduit between the Board and the wider College membership, providing advice and guidance to the Board that reflects the views of the membership.

### 2. RESPONSIBILITIES

The Committee shall be responsible for:

- a) Strategic oversight of member engagement strategies including:
  - reporting on member engagement statistics and membership trends.
  - monitoring and reporting on member benefits.
  - reviewing feedback processes.
- b) Providing strategic advice, direction and leadership broadly across the College on a range of effective member wellbeing services and support mechanisms that are relevant to members across all stages of their careers, which may include:
  - wellbeing-related activities and events.
  - self-care resources for members.
  - continuing professional development activities on issues such as lifestyle, mental health, relationships, stress management and personal development.
  - peer-support and mentoring programs.
  - systemic advocacy around workplace issues related to member wellbeing.
  - research informing College responses to member wellbeing needs.
  - any other wellbeing-related services or support programs, as required.
- c) Improving member awareness of College activities and priorities by:
  - improving communications to the membership.
  - collaborating with and providing advice to other committees on specific projects.
  - supporting orientation and new member information.

- d) Strategic oversight of College events including, where appropriate:
  - annual scheduling and hosting allocations for Congress, Faculty and Section events.
  - approving policies and guidelines to support Congress and other events where required.
- e) Providing appropriate acknowledgement and recognition of members' contributions and achievements through member recognition and award programs.
- f) Ensuring College publications, especially journals, deliver value and are relevant to members.
- g) Supporting broader member recruitment and retention activities.
- h) Oversight of operational membership processes including:
  - making recommendations to the Board in relation to Confidential Membership Matters, conferral of Honorary Fellowships and International Corresponding Membership applications.
  - reviewing administrative guidelines and policies.
- i) Identifying and overseeing risks associated with the Committee, in accordance with the College Risk Management Policy, and for reporting high level risks to the Board.

### **3. REPORTING RELATIONSHIPS**

- a) The MEC is formally appointed by the Board of Directors and is responsible to the Board. It shall report on its activities to the Board as required.
- b) The Committee will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.
- c) Committee members representing another College committee shall represent the views of and report back to their respective committee.

### **4. MEMBERSHIP ENGAGEMENT COMMITTEE**

#### **4.1 Composition/Membership**

The MEC must comprise:

- A Board Director – Chair
- Six (6) Fellows (Independent)
- Chair, Journals Committee (JC)
- Chair, Member Wellbeing Subcommittee (MWSC) (ex-officio)
- A Fellow representing the Section of Early Career Psychiatrists
- A Fellow representing the Section of Private Practice Psychiatry
- An Overseas Trained Psychiatrist representative
- A Trainee representative.

All Members of the Committee should have appropriate skills and experience suitable to a membership role.

The Committee must comprise at least one RANZCP Fellow from Australia and one RANZCP Fellow from New Zealand and endeavour to achieve an appropriate gender balance along with geographical diversity.

If the composition of the Committee is such that there are geographical deficiencies, then the Committee can co-opt members to ensure there is adequate diversity.

#### **Additional position**

- An additional Board Director(s) may be appointed by the President in consultation with the Board. The term will be for 12 months and will be reviewed in May of each election year.

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

### **4.2.1 Chair (Fellow)**

- a) The Chair shall be appointed by the Board from among the Board members.
- b) The term of office for the Chair shall be two (2) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected.
- c) The Chair will be eligible for re-appointment to this position to serve a maximum three (3) consecutive terms i.e. 6 years.
- d) In the event of the resignation of the Chair, whose term is not due to finish for 12 months or more, a call for nominations from the College Fellowship shall take place. The interim Chair shall be appointed by the Board.
- e) In the event of the resignation of the Chair, whose term is due to finish within 12 months, the Board shall appoint a casual vacancy.

### **4.2.2 Fellows (Independent) x 6**

- a) Nominations will be called for from amongst the Fellows of the College, and will be appointed by the Board.
- b) Their term of office shall be two (2) years from the conclusion of the Annual General Meeting in the election year in which they were elected or such later date when a successor is appointed.
- c) They will be eligible for re-appointment to this position to serve a maximum of three (3) consecutive terms i.e. six (6) years.
- d) In the event of the resignation of a Fellow (Independent), whose term is due to finish within 12 months, the Committee shall appoint a casual vacancy, in consultation with the Board.
- f) In the event of the resignation of Fellow (Independent), whose term is not due to finish for 12 months or more, a call for nominations from the Fellowship shall take place. Nominations will be considered by the Committee with the preferred candidate approved by the Board.

#### **4.2.3 Chair Journals Committee (JC) and Chair Member Wellbeing Subcommittee (MWSC)**

- a) The Chair of the JC and MWSC are appointed to the MEC by virtue of their position on the JC and MWSC.
- b) The term of office of the Chair of the JC and MWSC shall coincide with their term on the JC and MWSC.
- c) In the event of the resignation of a member representing a committee, an appointment will be made in consultation with the respective committee, and in accordance with casual vacancy appointment process and/or appointment procedures.

#### **4.2.4 Section Representatives**

- a) The Section of Early Career Psychiatrists' and Section of Private Practice Psychiatry representatives will be appointed to the Membership Engagement Committee by the Board, upon recommendation from the respective committee.
- b) The term of office shall coincide with their term on the committee they are representing.

#### **4.2.5 Overseas Trained Psychiatrist Representative**

- a) Nominations are called from amongst the overseas trained psychiatrists of the College, recommended by the Overseas Trained Psychiatrists' Representative Committee (OTPC) and then appointed by the MEC. To nominate, the overseas trained psychiatrist does not need to be a member of the OTPRC.
- b) The term of office shall be the same as the overseas trained psychiatrist's term on the OTPC and shall commence from the conclusion of the Annual General Meeting in the election year in which they were elected or such later date when a successor is appointed.
- c) The overseas trained psychiatrist representative will be eligible for re-appointment to this position to serve a maximum of six (6) years.
- d) In the event of the resignation of the representative, a call for nominations for a casual vacancy to fill the vacancy for the remainder of the term will be made. Appointment will be made in consultation with the OTPC and MEC. Nominations will be called for from current overseas trained trainees.
- e) Upon appointment to the MEC, the overseas trained psychiatrist shall provide a written report to the OTPRC in relation to their representation on the MEC.

#### **4.2.6 Trainee Representative**

- a) The trainee representative is appointed in accordance with the Procedure for appointing trainee representatives to College committees.
- b) The term of the trainee representative will commence in May each year at the conclusion of the Annual General Meeting and will be for 12 months.
- c) The trainee representative will be eligible for re-appointment to this position to serve a maximum of five (5) consecutive years.

- d) In the event that the trainee is admitted to Fellowship during their term on a committee, they may complete their annual term, but they are not eligible for appointment thereafter.
- e) In the event that the trainee resigns from the committee, a casual vacancy will arise and the vacancy will be filled for the remainder of the term as per the Procedure for appointing trainees to College committees.

#### **4.2.7 Co-opted Members**

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

#### **4.2.8 Observers**

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

#### **4.2.9 Casual Vacancies**

- a) Refer to clauses 4.2.1 e), 4.2.2 d), 4.2.3 c), 4.2.5 d) and 4.2.6 e) of these Regulations.
- 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
- Plan
- 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 MEC.

## 5.2 Additional Specific Operational Information

### 5.2.1 Other Committees of the MEC

Replace 'Any delegation from the Board cannot be sub-delegated by the Committee' from the 'Committee Powers and Delegation' outlined in the *Committee Meeting Operations Regulations* with:

The Committee may establish Subcommittees or Working Groups. This must occur in consultation with the Executive Manager. Approval to establish a subcommittee or Working Group must be sought from the Corporate Governance and Risk Committee (CGRC) and the Board.

### 5.2.2 Definitions and Interpretation

In addition to the Definitions and Interpretation 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 as defined here.

'**Community Organisation Representative**' a representative(s) of non-government, community based or mental health-based organisations or volunteer organisations.

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

'**Fellow Independent**' means a Fellow from the general Fellowship, i.e. a Fellow who is not representing the Board, another College Committee, Faculty, Section, etc.

'**Member**' means any person for the time being admitted to Membership of the College pursuant to the Constitution.

## Revision Record

|                               |   |   |   |
|-------------------------------|---|---|---|
| <b>Contact:</b>               | <b>Legal, Governance and Risk Department</b>    |   |   |
| <b>Authorising Body:</b>      | Board   |   |   |
| <b>Responsible Committee:</b> | Corporate Governance and Risk Committee         |   |   |
| <b>Document Code:</b>         | REG Membership Engagement Committee Regulations |   |   |
| <b>Date</b>                   | <b>Version</b>                                  | <b>Approver</b>                               | <b>Description</b>  |
| 23 February 2013              | 1.0   | GC2013/1 R58                                  | New document  |
| 13 November 2014              | 1.1   | B2014/5 R19                                   | Composition update to include and OTP Representative. Change 10.7 from 75% to 50% as per CGRC decision in June 2014. Changes applied to the responsibilities.   |
| 22 January 2015               | 1.2   | CGRC 22/1/15                                  | Amended to clarify appointment process for the trainee representative and overseas trained psychiatrist.  |
| 30 April 2017                 | 2.0   | B2017/3 R24                                   | Major update following MEC Review.  |
| 28 November 2017              | 2.1   | Senior Manager, Corporate Governance and Risk | Updated to reflect administrative changes and appropriate related resources.  |
| 3 July 2019                   | 2.2   | Legal Counsel                                 | Updated to remove sections captured in the <i>Committee Meeting Operations Regulations</i> (approved by the Board 18 November 2018). Inclusion that the composition 'must' comprise (CGRC request 4 April 2019). Inclusion of clause 4.2.3. To place the Regulations on the updated Regulations template. |
| 10 August 2019                | 3.0   | B2019/6 R25                                   | Updated to reflect incorporation of Wellbeing pillar back into the MEC clause 2b, increase to composition clause 4.   |
| 26 September 2019             | 3.1   | Legal Counsel                                 | Updated to reflect minor formatting changes.  |
| <b>NEXT REVIEW: 2021</b>      |   |   |   |