

BACKGROUND

The Gender Equity Subcommittee (**the Subcommittee**) was established to provide guidance and supervise implementation of the 2023 RANZCP Gender Equity Action Plan (**Gender Equity Action Plan**).

The Subcommittee was preceded by the former Gender Equity Working Group that was established by the Membership Engagement Committee (**MEC**) on 12 June 2020 and concluded on 12 December 2022. The Working Group developed the Gender Equity Action Plan that was approved by the College Board on 18 March 2023 and published to all College members on 30 August 2023.

The Subcommittee was established by the Board as a standing Subcommittee of the MEC on 29 October 2023.

The Subcommittee will provide ongoing advice on improving gender equity in psychiatry, psychiatric treatments and improving women's mental health, and support the College to respond to the needs of women members at all stages of their careers.

It is acknowledged that the Subcommittee also has a role in contributing to the [RANZCP Strategic Plan 2022–2025](#) commitment to diversity, inclusion, and empowerment in the College.

1. ROLE

The role of the Subcommittee is to:

- (a) Supervise implementation of the Gender Equity Action Plan.
- (b) Make recommendations to the MEC where opportunities to change, adapt or improve the Gender Equity Action Plan are identified.
- (c) Provide advice to the MEC on the needs of women in psychiatry.
- (d) Provide strategic input into College advocacy and psychiatric best practice on women's mental health treatments and consumer and community mental health needs.
- (e) Publish an annual progress report to the College membership on gender equity in psychiatry.
- (f) Contribute to promoting diversity, inclusion, and empowerment within the College, as set out in the RANZCP 2022–2025 Strategic Plan.

2. RESPONSIBILITIES

The Subcommittee's key deliverables are to:

- (a) Lead the work of the College to improve gender equity in psychiatry.
- (b) Supervise and advise on implementing the strategies set out in the Gender Equity Action Plan.
- (c) Identify new issues and changing needs of the membership and recommend necessary adaptations to the Gender Equity Action Plan from time to time.
- (d) Monitor and evaluate the annual progress of the Gender Equity Action Plan, including an annual review of available gender equity data in psychiatry.
- (e) Report to the MEC, the RANZCP Board and the College membership on progress of the Action Plan implementation, annually or as required.

- (f) Identify and manage risks associated with the Subcommittee, in accordance with the RANZCP's Risk Management Policy, and for reporting high level risks to the MEC, the Corporate Governance and Risk Committee and/or RANZCP Board.

3. REPORTING RELATIONSHIPS

- (a) The Subcommittee report on the activities of the Subcommittee to each meeting of the MEC , or periodically as required. The Subcommittee will provide a report to the RANZCP Board as required, as part of the MEC Board Report.
- (b) The Subcommittee will work closely with College staff to ensure its responsibilities are met.

4. COMPOSITION/MEMBERSHIP

- (a) Membership of the Subcommittee will comprise of:
- Chair (Fellow)
 - Deputy Chair (Fellow or Affiliate)
 - Five (5) Fellows or Affiliates (Independent), including one (1) member who attained Fellowship within the last five years.
 - Member who identifies as Aboriginal and/or Torres Strait Islander (Fellow, Affiliate or Trainee)
 - Member who identifies as Māori (Fellow, Affiliate or Trainee)
 - Representative, MEC (Fellow)
 - An Overseas Trained Psychiatrists Representative
 - A Trainee Representative
 - A Community Member
- (b) Staff of the Membership Department will attend all meetings.
- (c) Members will be appointed to these roles based on their skills, knowledge and expertise required to fulfill the roles and responsibilities of the Subcommittee. Preference will be given to members who have expertise or special interest in gender equity.
- (d) The Subcommittee must include appropriate representation from Australia and New Zealand (at a minimum of one member from each).
- (e) The Subcommittee membership will endeavour to achieve diversity, including gender balance.

5. ELECTIONS AND APPOINTMENTS

5.1 Chair (Fellow)

- (a) Nominations will be called from amongst the Fellows of the College. The Chair will be appointed by the Board on recommendation from the MEC.
- (b) The term of office will be three (3) years from the conclusion of the Annual General meeting (AGM) in the election year in which they were appointed or such later date when successor is appointed.
- (c) The Chair will be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms, i.e., six (6) years.
- (d) In the event of the resignation of the Chair:

- i) Whose term is due to conclude within 12 months, a Casual Vacancy will arise. The Casual Vacancy will be appointed by the MEC on recommendation from the Subcommittee.
- ii) Whose term is not due to conclude for 12 months or more, the position will be filled in accordance with subsection 5.1(a).

5.2 Deputy Chair (Fellow or Affiliate)

- (e) Upon the formation of the Subcommittee, a Deputy Chair will be appointed from the Fellows and Affiliates of the Subcommittee. The Deputy Chair will be appointed by MEC on recommendation from the Subcommittee.
- (f) The term of office of the Deputy Chair will coincide with their term as a member of the Subcommittee. The Deputy Chair will be eligible for reappointment to serve a maximum of two (2) consecutive terms if they are eligible for reappointment as a member of the Subcommittee in accordance with these Regulations.
- (g) In the event of the resignation of the Deputy Chair, a new Deputy Chair will be appointed in accordance with this subsection 5.2.

5.3 Fellows or Affiliates (Independent)

- (a) Nominations will be called from amongst the Fellows of the College. Fellows and Affiliates (Independent) will be appointed by the MEC.
- (b) The term of office shall be three (3) years from the conclusion of the AGM in the election year in which they were elected or such later date when a successor is appointed.
- (c) Fellows and Affiliates (Independent) will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e., six (6) years.
- (d) In the event of the resignation of a Fellow or Affiliate (Independent), a Casual Vacancy will arise for the remainder of the term. The Casual Vacancy will be appointed by the MEC.

5.4 Member who identifies as Aboriginal and/or Torres Strait Islander / Māori

- (a) Nominations will be called from amongst the Fellows, Affiliates and Trainees of the College who identify as Aboriginal and/or Torres Strait Islander or Māori. The members will be appointed by the MEC.
- (b) The term of office shall be three (3) years from the conclusion of the AGM in the election year in which they were elected or such later date when a successor is appointed.
- (c) The member will be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms, i.e., six (6) years.
- (d) In the event of the resignation of a member who identifies as Aboriginal and/or Torres Strait Islander or Māori, a Casual Vacancy will arise for the remainder of the term. The Casual Vacancy will be appointed by the MEC.
- (e) In the event that the position is unable to be filled by a Fellow, Affiliate or Trainee, the position may be filled by a Community Member who identifies as Aboriginal or Torres Strait Islander and/or Māori. The Community Member will be appointed in accordance with section 5.7 herein.

5.5 Overseas Trained Psychiatrists Representative

- (a) Nominations will be called from amongst the Overseas Trained Psychiatrists of the College. The appointment will be made by MEC in consultation with the Overseas Trained Psychiatrists' Representative Committee.
- (b) The term of office shall be three (3) years from the conclusion of the AGM 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 two (2) consecutive terms, i.e., six (6) years.
- (d) In the event of the resignation of the Overseas Trained Psychiatrist Representative, a Casual Vacancy will be appointed by MEC in consultation with the Overseas Trained Psychiatrists' Representative Committee.

5.6 Trainee Representative

- (a) The Trainee Representative will be appointed in accordance with the Procedure for Appointing Trainees to College Committees.
- (b) The term of office will be twelve (12) months from the conclusion of the AGM in the election year in which they were elected or such later date when a successor is appointed. The Trainee Representative will be eligible for reappointment to this position to serve a maximum of five (5) consecutive terms, i.e five (5) years.
- (c) If the Trainee is admitted to Fellowship during their term, they may complete their annual term, but they are not eligible for appointment thereafter.
- (d) In the event of the resignation of the Trainee Representative, a Casual Vacancy will be appointed in accordance with the Procedure for Appointing Trainees to College Committees.

5.7 Community Member

- (a) The Community member will be appointed in accordance with the Procedure for Appointing Community Members to College Committees. Community Members shall be appointed by the MEC.
- (b) The term of office of Community Members shall be three (3) years from the conclusion of the AGM in the election year in which he/she was selected or such later date when a successor is appointed.
- (c) Community Members will be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms i.e. six years.
- (d) In the event of the resignation of the Community Member, a Casual Vacancy will be appointed in accordance with the Procedure for Appointing Community Members to College Committees.

5.8 Casual Vacancies

- (a) A Casual Vacancy will be for the remainder of the term.
- (b) A person appointed as a Casual Vacancy shall be eligible for election or 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.
- (c) In the event that the resignation is a Committee representative position e.g. a representative of the MEC, the appointment will be made in consultation with that Committee.

5.9 Co-opted Members

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

5.10 Observers

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

6. COMMITTEE SUPPORT

The Committee shall be supported by the staff of the College, specifically staff of the Membership & Events Department.

7. OPERATION OF THE COMMITTEE

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

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

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

6.2 Additional Specific Operational Information

6.2.1 Definitions

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

- (a) “**Subcommittee**” means the Gender Equity Subcommittee for the purpose of these Regulations.

ASSOCIATED DOCUMENTS

- *Committee Meeting Operations Regulations* and associated documents
- RANZCP 2023 Gender Equity Action Plan
- RANZCP 2022-2025 Strategic Plan

- Subcommittee Position Descriptions: Chair and Member
- Membership Engagement Committee Regulations
- Membership Engagement Committee Workplan

REVISION RECORD

Contact:	Executive Manager, Membership, Events and Publications		
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