

<b>Authorising Committee/Department:</b>	CEO Management Group
<b>Responsible Committee/Department:</b>	OPCEO Manager, Stakeholder Relations
<b>Document Code:</b>	<b>GLD OPCEO Guidelines for RANZCP representatives on external organisations</b>

### Introduction

The Royal Australian and New Zealand College of Psychiatrists (RANZCP) is regularly invited to nominate representatives to participate in external committees, groups and bodies. As leaders in mental health, the RANZCP aims to continue to contribute, participate and provide expert advice as appropriate. The Board greatly values and appreciates the service, time and effort given by members who represent the RANZCP, noting this time is often given on a pro-bono basis, can involve travel and regularly includes after hours work.

These guidelines have been developed to clarify the role and responsibilities of members who, following a written request to nominate a RANZCP representative, are appointed to an external committee, group or body (Delegated Representatives).

For the information and support needed to perform their role on external organisations, Delegated Representatives can contact Bronwen Evans, Manager, Stakeholder Relations, at [bronwen.evans@ranzcp.org](mailto:bronwen.evans@ranzcp.org) or on +61 3 9601 4959.

### Appointment

Delegated Representatives shall be appointed by the President and/or the Board on a case-by-case basis. Appointments may take into account relevant experience, leadership skills, professionalism and manageable interests.

Requests for a RANZCP representative are considered at the Executive Meeting and the President will determine the most appropriate mechanism to identify a representative considering the timeframe and other particulars of the request. These may include:

- direct appointment of an individual
- calling for expressions of interest from an identified group of College members, e.g. members of a Faculty or education committee or more broadly, e.g. all Fellows. Any appointment recommendation from a College committee will be reviewed with the final decision on appointment to be made by the President and/or Board as applicable.

Any request which includes the payment of honoraria by an external committee, group or body to which the President or President-Elect are invited to represent the College will require Board consideration and approval prior to appointment.

Once the appointment is finalised, the Manager, Stakeholder Relations will notify the external organisation of the RANZCP Delegated Representative and will provide the representative with confirmation of that appointment and relevant College information.

### Your role

As a Delegated Representative your role on the external committee, group or body is to represent the RANZCP and its policies, regulations, submissions, clinical and ethical guidelines and other advice from the Board as appropriate. Any representations made in your capacity in this role are to be consistent with RANZCP policies, and when making representations that are your own views,

this needs to be expressly advised.

Delegated Representatives are required to undertake all activities in accordance with RANZCP policies and the Terms of Reference of the organisation they are participating in.

Delegated Representatives should consult with the RANZCP President or CEO before committing the RANZCP to any change in policy or unbudgeted expenditure.

## Meetings and membership

Questions arising in the course of the work of the Delegated Representative should be raised with the President ([president@ranzcp.org](mailto:president@ranzcp.org)), CEO ([ceo@ranzcp.org](mailto:ceo@ranzcp.org)) or Manager, Stakeholder Relations ([bronwen.evans@ranzcp.org](mailto:bronwen.evans@ranzcp.org)).

Funding for attendance at meetings associated with the Delegated Representative role will be as per the arrangements under the Terms of Reference of the relevant external organisation. When no funding exists from the relevant organisation, the RANZCP can provide financial contributions towards costs and travel as per the RANZCP's Travel Policy but cannot reimburse loss of income. The time commitment of the Delegated Representative role should be considered before agreeing to appointment.

Delegated Representatives should contact the Manager, Stakeholder Relations when requiring assistance with travel requirements associated with their role.

## Expressing the views of the RANZCP

Delegated Representatives should express their views in a respectful and appropriate manner commensurate with membership of the RANZCP. The RANZCP has a number of resources including policies, position statements and media releases that may assist you in your role. To discuss any resource needs prior to a meeting where you are a Delegated Representative, please contact the Manager, Stakeholder Relations.

As per the RANZCP Media and Communications Policy, members are not authorised to represent the RANZCP in the media, except where the President and/or Board have delegated their authority to the member to comment on behalf of the RANZCP. Therefore if you are approached by a media outlet, please inform the RANZCP (Manager, Media and Advocacy, +61 423 444 907) before proceeding.

## RANZCP support

The RANZCP may be able to provide you with other information or resources to assist you in your role in representing the RANZCP on an external committee, group or body dependent on timely communication of agenda items/requests. This may be in the form of background notes or information that RANZCP staff can collate for you.

If you would like the RANZCP to provide you with any other assistance, please contact Bronwen Evans, Manager, Stakeholder Relations at [bronwen.evans@ranzcp.org](mailto:bronwen.evans@ranzcp.org) or on +61 3 9601 4959.

## Communication

Feedback from Delegated Representatives is an important part of representative work and you are requested to keep the RANZCP Board updated on the work, discussions and decisions of the external organisation in a timely manner. If official meeting minutes are prepared, it would be appreciated if they could be forwarded to the RANZCP, otherwise brief meeting notes including any outcomes and actions would be appreciated. If you provide feedback via written advice on a draft document, or if the external group you are a representative on communicates via email,

please keep the RANZCP's Board updated of these actions/outcomes via the CEO or Manager, Stakeholder Relations.

In cases where meetings and discussions are confidential, please provide high-level, non-confidential outcomes of the meeting to the RANZCP.

### RANZCP insurance arrangements

The RANZCP's insurance policy provides members and delegated representatives of the RANZCP on external advisory committees with appropriate cover for liability and professional indemnity in relation to their work on the committee/group, as prescribed by the terms of reference or guidelines. Please be advised, as per usual practices, that cover does not extend to serious or wilful misconduct or advice provided that falls out of the scope of the representation. Any changes in the scope of representation should be advised to the RANZCP to ensure coverage is maintained.

### Resignation or termination of Delegative Representative appointments

Delegated Representative who no longer wish or are able to continue their appointment as a Delegated Representative on a committee, group or body, are required to inform the Manager, Stakeholder Relations, in writing in a timely manner of their intention to step down. The appointment of a new Delegated Representative will be dealt with as above.

Alternatively, if the committee, group or body you are working with concludes its role, it would be appreciated if you could also advise the Manager, Stakeholder Relations at [bronwen.evans@ranzcp.org](mailto:bronwen.evans@ranzcp.org) or on +61 3 9601 4959.

The RANZCP Board reserves the right to discontinue the appointment of a Delegated Representative to an external committee group or body, regardless of whether the appointment is ongoing or for a fixed period, where the work of the external body no longer accords with the vision, priorities, values and/or College position on a particular matter(s) and/or the involvement of a RANZCP representative is, for whatever reason, no longer considered appropriate. In such circumstances both the Delegated Representative and the external organisation will be notified in writing by the Chief Executive Officer of this decision.

## REVISION RECORD

<b>Contact: Manager, Stakeholder Relations</b>			
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
15/07/2014	1.0	EM	New document
22/03/2016	1.1	Manager, External Relations	Updated to reflect the most current College Procedure
10/10/2017	1.2	Manager, External Relations	Updated to reflect current contact details
03/04/2018	1.3	CEO	Updated to reflect current contact details.
20/09/2023	1.4	President	Included details on process of appointments.

**NEXT REVIEW**