

# Position Description

## President-Elect

<b>Organisation:</b>	Royal Australian and New Zealand College of Psychiatrists (RANZCP).
<b>Location:</b>	RANZCP main office is in Melbourne. Directors may reside in any location in Australia and Aotearoa New Zealand.
<b>Position Title:</b>	President-Elect
<b>Term:</b>	Two years, after which assumes the position of President for a further two years.
<b>Remuneration:</b>	Unpaid voluntary position. Travel and related expenses covered.
<b>Reports to:</b>	The Board of Directors via the Chair (RANZCP President).

The RANZCP Fellowship elects the RANZCP President-Elect. Upon completion of the term of the incumbent President, the President-Elect shall automatically assume the role of President.

### About the Board

The RANZCP Board is the governing body of the RANZCP and comprises of seven RANZCP Fellows who are elected by the RANZCP Fellowship to the positions of President (Chair of the Board), President-Elect, and five Elected Directors. Additionally, up to two Directors may be appointed by the Board.

The Board has statutory responsibilities in accordance with the Corporations Act 2001, the Australian Charities and Not-for-Profits Commission (ACNC) Act 2012, the RANZCP Constitution and its Regulations. The Board is responsible for all matters relating to the strategic direction, policies, and practices, of the RANZCP, as well overseeing RANZCP operations via the CEO.

### Purpose of Role

The President-Elect ensures the Board fulfils its governance duties in accordance with the RANZCP Constitution, the Corporations Act 2001, and the ACNC Governance Standards. The President-Elect supports the President to deliver effective governance, uphold the College's charitable purpose, and ensure alignment of College strategy, performance, and risk oversight with the organisation's stated purpose and values.

### RANZCP Values

Directors are expected to demonstrate behaviours and capabilities that align with the RANZCP values:

- **Respect** – through empowerment, diversity and equity in all we do.
- **Collaboration** – for increased effectiveness, influence and impact.
- **Excellence** – for our communities and our profession.
- **Action** – backed by evidence-informed policy.

### Conflict of Interest

Conflicts of interest of Directors are managed and declared in accordance with the College's *Declaring and Managing Conflict of Interest Guideline*. The existence of a conflict of interest that cannot be appropriately mitigated or managed may result in action under the Board Regulations.

### Key responsibilities of the President-Elect

- Attend all meetings of the Board and the Annual General Meeting, and chair the Members' Advisory Council, Awards and Recognition Committee, and the Psychiatry Interest Forum Advisory Group.
- Support the President and the Board to fulfil its fiduciary, strategic, and compliance obligations under the Constitution, Corporations Act 2001, ACNC Act 2012, and RANZCP Board Regulations.

- Maintain clear distinction between governance oversight and operational management, ensuring the CEO retains authority for day-to-day operations.
- With the President, liaise regularly with the CEO between meetings to monitor implementation of Board decisions and provide guidance on emerging risks and priorities.
- Facilitate effective contribution of all Directors and promote constructive Board culture and performance evaluation.
- Ensure succession planning for the CEO in consultation with the President and Board.
- Represent and engage with stakeholders on behalf of the College in accordance with agreed strategic priorities and College communications protocols.
- Uphold ethical leadership and model integrity, inclusion, and cultural safety consistent with the RANZCP Code of Ethics, Reconciliation Action Plan, and Lived and Living Experience Strategy.
- Ensure adherence to the Delegations of Authority and associated documents and promote transparent decision-making across governance levels.
- Support the President in the efficient and effective organisation and conduct of the Board's functions and help guide and mediate Board actions with respect to College priorities and governance concerns.
- Participate as a member of RANZCP Board Committees in accordance with the relevant Regulations.
- Encourage and support engagement and communication across all RANZCP committees, members, staff and stakeholders.

### **Role requirements**

The President-Elect must:

- Be a Fellow of the RANZCP, having attained Fellowship for at least five years.
- Meet the eligibility requirements for a Director under the Corporations Act 2001.
- Have previous experience as a Director or a demonstrated understanding of the legal, ethical, and fiduciary duties of Directors under the ACNC Act 2012 and Corporations Act 2001.
- Demonstrate understanding of governance responsibilities and commitment to continuing professional governance development through the Australian Institute of Company Directors (AICD) or equivalent.

### **Desirable Qualities**

It is desirable for the President-Elect to:

- Have demonstrated expertise in leadership, governance or corporate strategy, with a strong understanding of fiduciary responsibilities.
- Hold peer respect and contribution to psychiatry education, advocacy, or leadership.
- Have previous experience leading or contributing to College Committees or strategic projects.
- Have broad knowledge of the RANZCP's structures and processes.
- Be articulate and comfortable with public speaking and managing meetings.

### **Competencies and Skills**

All Directors, including the President-Elect, are expected to demonstrate capability across the following AICD competency domains:

- Governance and Compliance: Understanding statutory obligations, regulatory compliance, and Board accountability.
- Strategy and Performance: Contributing to strategic direction and performance monitoring.

- Financial Literacy and Risk Oversight: Interpreting financial reports and overseeing risk management systems.
- Stakeholder and Member Relations: Maintaining trust and transparent communication with members and external partners.
- Ethical and Cultural Leadership: Promoting diversity, cultural safety, and ethical standards in all governance activities.

### Conditions Of Appointment

The RANZCP President-Elect:

- Is elected by the RANZCP Fellowship in accordance with the *Board Election Regulations*.
- Is a full voting member of the RANZCP Board.
- Is an elected unpaid voluntary position. Travel and related expenses provided.
- May resign from the Board at any time upon giving notice in writing to the Chairperson.
- Is required to attend at least 75% of Board Meetings that are held 7 to 10 times per year either virtually or in-person. Meetings are scheduled within and outside usual working hours and some weekend travel will be required.
- Will cease to be a director if absent from three consecutive meetings of the Board (other than meetings of the Board called on less than 48 hours' notice) without leave of absence.
- Will be required to vacate any College position previously held to meet the requirements of the Director role.
- Will not be eligible for nomination if they do not meet the election eligibility requirements as outlined in the *Board Election Regulations*.

### Review

This Position Description shall be reviewed every two years.

### Associated Documents

- RANZCP Constitution, Corporations Act 2001 and ACNC Act 2012
- Committee Meeting Operations Regulation and Associated Documents.
- Board Regulations and Director Position Descriptions
- Board constituent committees' Regulations and related Position Descriptions; and other relevant committee Regulations and Position Descriptions
- Board Election Regulations.
- Appointment of an Appointed Director to the Board Procedure.
- RANZCP Board Induction Manual.

### Revision Record

<b>Contact:</b>	<b>Company Secretary</b>		
<b>Authorising Body:</b>	Board		
<b>Responsible Committee:</b>	Corporate Governance and Risk Committee		
<b>Document Code:</b>	PD President-Elect Position Description		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
12 December 2025	3.0	Board	Refreshed PD template to reflect current standards and articulate expected skills of a Company Director.
19 November 2024	2.3	Company Secretary	Updated to reflect at least 75% meeting attendance, as agreed by Board (B2024/OOS 78).
15 November 2024	2.2	CGRC 2024/6	Reviewed ahead of 2025 President Elect election.

29 November 2023	2.1	PMOOS54	Updated desirable qualities and selection criteria as it relates to board governance education.
12 November 2020	2.0	B2020/OOS R50	Updated key selection criteria.
6 July 2018	1.2	Senior Manager, Governance	Updated to reflect the change of name of various governance documents.
30 April 2017	1.1	B2017/3 R27	Updated to include a role overview, reference to the ACNC.
29 May 2013			Effective date
17 November 2012	1.0	GC2012/4 R55	New document.
<b>NEXT REVIEW: 2028</b>			