

Position Description

President



Background

The Board ('Board') of The Royal Australian and New Zealand College of Psychiatrists ('RANZCP') is the governing body of the College. It has statutory responsibilities in accordance with the Corporations Act 2001, the Australian Charities and Not-for-Profit Commission ('ACNC') Act 2012, the College's Constitution and its Regulations. It is elected in accordance with the College's Constitution and Board Election Regulations, with each member being a Director of the Company.

The Board is responsible for all matters relating to the strategic direction, policies, practices and operations of the College.

1. RESPONSIBILITIES/ROLE

- a) Be a member of the Board and hold a position as a Director of the College.
- b) Chair the Board, Executive Meetings, the Annual General Meeting and other College meetings, as required.
- c) As a Company Director, ensure the College is in a sound financial position, and complies with the governance and legal requirements of the Corporations Act 2001, ACNC Act 2012, and the Australian Securities and Investments Commission ('ASIC').
- d) Attend and participate in meetings of the Board, the Members' Advisory Council and other College meetings, as required.
- e) Provide oversight and timely advice to the Board on broad issues involving the College.
- f) Responsible for general leadership and direction of the College and Board.
- g) Responsible for 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.
- h) Oversee transition of Board roles including providing support to the President-Elect and Elected Directors.
- i) Represent and liaise with appropriate stakeholders on behalf of the College as delegated by the Board, including the Council of Presidents of Medical Colleges.
- j) Foster relationships with leaders of other peak bodies, psychiatric associations and governments.
- k) As required, represent the RANZCP at events and key stakeholder meetings both nationally and internationally.
- l) Be the RANZCP representative to comment on media matters in accordance with the College's Media and Communications Policy.

2. GENERAL DUTIES

- a) Encourage and support communication across College committees, Branches, Faculties and Sections where required.
- b) Be familiar with the Constitution, the ACNC Act 2012, the Corporations Act 2001, and specifically understand the obligations of a Company Director.
- c) Chair meetings and teleconferences of the Board, the Annual General Meeting, Executive Meeting, and any other meeting as delegated by the Board.

- d) Be the major point of contact between the Board and the CEO.
- e) Liaise with Board members, CEO and senior management to source advice on matters pertinent to the Board and the College, including progress on important initiatives and any other significant issues.
- f) Complete the Australian Institute of Company Directors' ('AICD') course or the New Zealand Institute of Directors' Course (if not completed previously).

3. SELECTION CRITERIA/QUALIFICATIONS

- a) Fellowship of the RANZCP for a minimum of 5 years.
- b) Meets the basic requirements for a director of a company, incorporated under the Corporations Act 2001.

4. DESIRABLE QUALITIES

- a) Excellence in an area of psychiatry practice/expertise.
- b) The ability to act with reasonable care, skill and diligence.
- c) An ability to contribute to policy development and organisational decision making.
- d) Strong leadership experience.
- e) Previous experience and involvement leading College Committees.
- f) Broad knowledge of all aspects of the College's structures and processes.
- g) Articulate and comfortable with public speaking and managing meetings.
- h) Hold respect of peers, with demonstrable excellence in education and training in Psychiatry as outlined in curriculum vitae.
- i) Previous experience as a Company Director.

5. ELECTION PROCESS

Refer to the Board Election Regulations.

The President-Elect is automatically deemed elected to the Office of President from the conclusion of the Annual General Meeting at which the President retires from office.

6. TERM

2 year term or the balance of the 2 year term in the event of a Casual Vacancy.

7. VOTING RIGHTS

A full voting member of the Board, and any other College committees that they are a member of (other than those positions held as a co-opted member or observer).

8. INTERNAL RELATIONSHIPS

The President will be required to establish and maintain relationships with the Board, the CEO, College membership, College committees and staff.

9. EXTERNAL RELATIONSHIPS

The President will be required to establish and maintain relationships across a range of external stakeholders, in Australia, New Zealand and internationally.

10. REVIEW

This Position Description shall be reviewed every 5 years.

11. ASSOCIATED DOCUMENTS

- Corporations Act 2001
- ACNC Act 2012
- RANZCP Constitution; Media and Communications Policy; Code of Conduct; Code of Ethics; Conflict of Interest Guideline; Conflict of Interest Register; Risk Management Policy; Risk Register; Delegation of Authority Guideline; Travel and related expenses Guideline; Expense Claim Form; and College website
- Deed of Undertaking in Relation to Confidentiality and Conflict of Interest
- Board Regulations; President-Elect and Elected Director Position Descriptions
- Board constituent committees' Regulations and related Position Descriptions; Executive Meeting Regulations; and other relevant committee Regulations and Position Descriptions
- Board Election Regulations; and Board Election Campaign Activities Policy
- RANZCP Board Induction Manual.

Revision Record

Contact:	Legal, Governance and Risk Department		
Authorising Body:	Board		
Responsible Committee:	Corporate Governance and Risk Committee		
Document Code:	PD President Position Description		
Date	Version	Approver	Description
17 November 2012	1.0	GC2012/4 R55	New document.
29 May 2013			Effective date
30 April 2017	1.1	B2017/3 R26	Updated to include a role overview, reference to the ACNC Act, Board Election Regulations, Board Election Campaign Activities Policy, COI Guideline and Board COI Register
12 November 2020	2.0	B2020/OOS R50	Updated to include key selection criteria to reflect nomination processes – 'Meeting the basic requirements for a director of a company, incorporated under the Corporations Act 2001', consistency of terminology and formatting changes.
NEXT REVIEW: 2025			