

Division:	Fellowship Engagement	Ref. No.	REG-3083
Department:	Regional Offices		
Title:	Functions of Regional Committees and NZ National Board		

1. PURPOSE AND SCOPE

This policy details the terms of reference and functions of the Royal Australasian College of Surgeons (RACS) Regional Committees and New Zealand National Board (NZNB).

2. KEY WORDS

Regional Committees, New Zealand National Board, Regional Office, region, jurisdictions

3. BODY OF POLICY

3.1. Background

The College functions and delivers its services at a bi-national, national and regional level.

Regional Committees and the New Zealand National Board were appointed by Council in 1927 and their duties were to arrange regionally based scientific meetings or relative event, to advise Council on regional matters and about breaches of the rules, and to perform other tasks that might be delegated by Council.

Whilst the roles of the committees and regions has changed over time, these Committees/Board are a focal point in delivering College policy and programs to Fellows, Trainees and International Medical Graduates (IMGs) based in each region.

3.2. Duties of Regional Committees & NZNB

The Regional Committees and NZNB are supported in each region by a Regional Office and play a vital role as part of RACS by assuming responsibility for regional issues including:

- representing the local regional Fellowship, Trainees and IMGs in whatever forum is necessary, including advocacy for public policy and hospital issues for the betterment of surgery and patient care to government representatives and other key stakeholders;
- communicating information from Council and/or Head Office to Fellows, Trainees and IMGs in their region and highlighting relevant initiatives, events and discussions;
- providing educational opportunities for Fellows, Trainees and IMGs in their region through various avenues;
- recognising and celebrating our Fellows, Trainees and IMGs through presentation of regional specific awards; and
- providing advice and recommendations to Council, through and in conjunction with the Board of Regional Chairs;
- representing RACS in the prevocational and medical student space, in conjunction with the education department; and
- maintaining subcommittees as requested by Council and the College.
- fostering research through regional specific awards and scholarships

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3.3. Formation of a Regional Committee / New Zealand National Board

At the June meeting Council shall approve the appointment of a committee for each State/Territory of Australia and a National Board for New Zealand as elected by those Fellows in each State/Territory or New Zealand.

Each Regional Committee/Board shall appoint a Chair. A Deputy Chair, Secretary and/or Treasurer may also be appointed. These Office Bearers are appointed annually and may be re-appointed.

In New Zealand the Deputy Chair may assume the role of Secretary as required. New Zealand also appoints a New Zealand Censor.

3.4. Committee/Board Regulations

3.4.1. Size

The size of the Committee/Board shall be determined by the following formula. The number of Fellows in the region, being taken as the official number of Fellows in that region as identified in the most recent edition of the College's Activities Report released prior to the nominations being called.

Number of Fellows	Size of Committee/Board
Up to 150	7
151 - 450	9
451 - 950	11
950 +	12

The College Council has the power to alter the formula if deemed appropriate.

(NB. NZ started including specialty representatives in 1995 and dropped its number of elected members from 12 to 10. Council approved this and the NZNB now has 10 elected members).

3.4.2. Elected Members

Regional Committee/NZ Board members (included co-opted) have a three year tenure and may be re-elected up to a total of nine years.

Vacancies

Vacancies shall arise when a Fellow's position on the Committee or Board:

- a. Becomes vacant at the completion of a three year period
- b. Upon the completion of nine years' service on the Committee/Board
- c. The Fellow has resigned
- d. Under Clause 3.10

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3.4.3. Ex-officio Members

In addition to the members of each such Committee/Board appointed by the Council, members of the Council, including co-opted members, resident in the respective regions shall be ex-officio members of the Committee/Board. Council members are expected to attend their regional committee/NZNB meetings and have all the rights of an elected Member, including the right to vote on all matters including the election of office bearers.

3.4.4. Co-option

The Committee/Board shall have the power to co-opt Committee/Board members subject to approval by Council. This may include Specialty or Specialty Society representatives, Chairs of subcommittees, past Chairs, Younger Fellows representatives, a Trainee representative, and External Co-opted Members who may have expertise that is required by the Committee or Board from time to time.

Co-opted members have all the rights of an elected member, including the right to vote on all matters except the election of office bearers.

3.5. Election of Office Bearers

At the Committee/Board meeting held after the results of the election, the members shall elect (by secret ballot or agreed method) from among themselves the Chair and Office Bearers listed in clause 3.3 who will take office. The Chair and Office Bearers shall take office after their ratification approval by June Council.

3.5.1. Term of Office

Subject to appropriate election protocol, the Office Bearers listed in clause 3.3 (other than the Chair as set out in this clause) shall hold office for one year but shall be eligible for re-election each year for a further period of one year and shall continue to exercise their functions until their successors have been elected.

The Chair shall hold office for one year and be eligible for re-election for one further term. Except under exceptional circumstances approved by Council, no Chair shall hold office for more than two years.

3.5.2. Nomination Process

It is expected that in being elected to the Committee/Board, members generally make themselves available for election to office, nominations are not sought.

Committee/Board members indicate their unavailability for election to one or more of office bearer positions at the meeting at which the election is to be held.

3.5.3. Voting Process

All voting is by secret ballot.

The exhaustive ballot process is used as in Council Office Bearer elections. This is described in Clause 4.1 of the Terms Of Office And Council Election Process For Office Bearers And Other Key Positions

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Council Nomination and Voting Procedures for Office Bearers and Other Key Positions Policy.

As they are elected, Committee/Board members may withdraw from any subsequent ballots for other positions. Members also have the right to withdraw at each round of voting.

The Chair's casting vote is used, if required, to resolve a tie in the final voting round.

3.6. No member to Hold Two Positions

No Committee/Board member can be both an elected member and ex-officio simultaneously. Similarly, no member can be elected and co-opted or ex-officio and co-opted simultaneously.

3.7. Executive Committee

If required, an Executive may be elected and would normally comprise such office bearers of the Committee/Board i.e. Chair, Deputy Chair, Secretary and Treasurer or others as required. The Executive would normally meet when deemed necessary by the Chair.

3.8. Frequency and Notice of Committee/Board Meetings

- 3.8.1. The Committee/Board shall meet as required by the Chair but no less frequently than once in each quarter.
- 3.8.2. Written notice of each Committee/Board meeting must be given to each member of the Committee/Board at least two weeks before the date of the meeting.
- 3.8.3. Written notice of any special meeting must be given to members of the Committee/Board specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

3.9. Apologies for Committee/Board Meetings

All elected and co-opted members are expected to attend meetings in person or via telephone/electronic means. If a member is unable to attend, they should give their apologies to the Chair, including the reason for their inability to attend.

It is expected that all Committee members would attend a majority of Committee/Board Meetings in person or via telephone/electronic means.

3.10. Quorum for Committee/Board Meetings

One half of the members of the Committee/Board constitute a quorum for the conduct of the business of a meeting of the Committee/Board (either present in person or by teleconference).

No business may be conducted unless a quorum is present.

3.11. Presiding at Committee/Board Meetings

At meetings of the Committee/Board the Chair or, in the Chair's absence, the Deputy Chair presides; or if the Chair and the Deputy Chair are absent, or are unable to preside, the members present must choose one of their number to preside.

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3.12. Voting at Committee/Board Meetings

Questions arising at a meeting of the Committee/Board, or at a meeting of any sub committee appointed by the Committee/Board, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

Each member present at a meeting of the Committee/Board, or at a meeting of any sub committee appointed by the Committee/Board (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

3.13. Removal of Committee/Board Member

Review of membership occurs annually. Council reserves the right to terminate early before the expiration of the member's term of office and appoint another person in his or her place.

3.14. Minutes of Meetings

The Regional Manager will ensure that minutes of the resolutions and proceedings of each Committee/Board meeting, together with a record of the names of persons present at Committee/Board meetings are created and available to the Committee/Board.

3.15. Key Stakeholder Groups

Regional Committees and the NZNB are encouraged to consider broad representation in the composition of their committees/boards. These include:

- Fellows within the region
- Surgical Specialties
- Trainees
- IMGs
- Rural/Remote
- Younger Fellows

In addition to this there may be necessity to represent specific areas of RACS such as Audit of Surgical Mortality and Trauma Committees.

4. ASSOCIATED DOCUMENTS

Terms Of Office And Council Election Process For Office Bearers And Other Key Positions Policy;

PRC_REL_REG_066_Election of Regional Committees and NZ National Board

Manual – Chairing and Participating in Meetings

Approver Board of Regional Chairs

Authoriser Council

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