

Portfolio	Fellowship Engagement	Ref. No.	REG-3083
Department	States and Territories of Australia and Aotearoa New Zealand (STAANZ)		
Title	Terms of Reference and Functions of the Australian State and Territory Committees and Aotearoa New Zealand National Committee		

1. PURPOSE AND SCOPE

This policy details the terms of reference and functions of the Royal Australasian College of Surgeons (RACS), Australian State and Territories Committees and Aotearoa New Zealand National Committee ('the jurisdictions' Committees).

2. KEYWORDS

Jurisdictions' Committees, Aotearoa New Zealand National Committee, State / Territory Committee, State, Territory or Aotearoa New Zealand Office, and jurisdictions.

3. GUIDELINES

3.1. Background

RACS functions and delivers its services at a bi-national level encompassing Aotearoa New Zealand and the Australian States and Territories.

Council first appointed Australian State and Territory Committees and the Aotearoa New Zealand National Committee in 1927, and their duties were to arrange Aotearoa New Zealand and Australian State and Territory-based scientific meetings and relevant events, to advise Council on local matters and breaches of College policy, and to perform other tasks delegated by Council.

Whilst the roles of the Committees have changed over time, they remain a focal point in supporting College policy, delivering programs to Fellows, Trainees and Specialist International Medical Graduates (SIMGs), advocating for quality and equitable surgical care and engaging stakeholders as the primary representative of RACS in their local jurisdictions.

3.2. Duties of the Aotearoa New Zealand National Committee and Australian State and Territory Committees

The Committees are supported in each jurisdiction by a State, Territory or National Office and play a vital role as part of RACS by having responsibility for jurisdictional issues, including:

- engaging and communicating with Fellows, Trainees and SIMGs, prevocational doctors and medical students, as well as other RACS departments and external stakeholders on behalf of RACS,
- representing the Fellowship, Trainees and SIMGs as necessary. This includes advocacy on public policies, workforce and surgical standards for the advancement of surgery and equitable patient care to government representatives, statutory agencies, healthcare providers and other key stakeholders,
- collaborating, when necessary, with all surgical specialty societies, Australian State and Territory and Aotearoa New Zealand Committees, internal sections, departments and interest groups, and external interest groups,
- Promote equality and rural equity in line with the RACS Rural Health Equity Strategy,
- provide a variety of educational opportunities for Fellows, Trainees and SIMGs,
- promoting surgery within the prevocational and medical student space,
- maintaining subcommittees as requested by Council or determined by the jurisdiction's Committee,
- achieving goals and KPIs aligned with the College Strategy and within the allocated budget,
- promoting diversity and inclusiveness,

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- recognising and celebrating our Fellows, Trainees, SIMGs, prevocational doctors and medical students through jurisdiction-specific awards and nominations for other RACS awards and National, State or Territory awards,
- provide advice and recommendations to Council, and
- regularly reporting to the Council on engagement and advocacy matters and updates about facilities in the jurisdictions.

3.3. Composition of the Aotearoa New Zealand National Committee and Australian State and Territories Committees

The number of active and retired Fellows in each jurisdiction will determine the number of elected members to the Committee. As identified through RACS workforce data reporting.

RACS Council has the power to alter the committee size by request of the Committee or by its preference, e.g. Aotearoa New Zealand (AoNZ)(1995).

Recommended Committee size of elected members:

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

3.4. Committee membership

The Committee comprises elected, ex-officio and co-opted members ('the members').

- All members must attend at least 75% of meetings per calendar year. The Committee Chair may provide allowances for exceptional circumstances
- Members must reside in the jurisdiction in which they are elected
- Members who relocate permanently will be required to notify the Chair and resign their position
- Members who temporarily relocate during their term must notify the Chair and may be required to resign, depending on the period they will be relocated

3.5. Committee Terms

There are different categories of Committee Members, each with various rights and responsibilities. The categories are:

- Elected committee members
- Ex-officio committee members
- Co-opted committee members

No Committee member can be elected, co-opted or ex-officio simultaneously

3.6. Vacancies

Vacancies can arise

- When an elected member's three-year term is completed
- Upon the completion of nine years of service (3 x 3-year terms)
- When an elected member resigns their Committee position

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- When a member has breached the RACS policy, e.g., Restrictions on College Activity Policy
- When the Chair removes a member with or without consultation from Council or by Council, e.g., failure to attend meetings, no longer a member of RACS

3.7. Elected members

- Elected members have a three-year tenure and may be re-elected for up to nine years (two additional terms)
- A jurisdictional election will occur when there is a vacancy on the Committee
- Fellows self-nominate for a position on the Committee
- Fellows are elected to the Committee by a vote of the Fellowship in their jurisdiction
- The Fellow or Fellows with the most votes will fill the vacancy(s) on the Committee in their jurisdiction

3.8. Ex-officio members

RACS Councillors form ex-officio members of the jurisdictional Committee they reside in. Council members are expected to attend their jurisdictional Committee meetings regularly

- Ex-officio members have all the rights of an elected member, including the right to vote on all Committee matters.
- The Ex-officio members are expected to provide Council perspectives on matters raised at the jurisdictional Committee, e.g., relevant matters or a report
- Ex-officio are members of the jurisdictional Committee while they are members of the RACS Council
- Ex-officio members cannot stand for Chair, deputy Chair or the Committee Executive (where applicable)

3.9. Co-opted members

- The Committee has the power to co-opt members to represent specific interests
- Co-opted members have the right to vote on all Committee matters except the election of the of the Chair, Deputy Chair or any Executive members (where applicable)
- The decision to co-opt from an internal/ external group will be at the discretion of the Committee
- Co-opted members are appointed as per Committee requirements, and their co-option is reviewed annually by the Committee

3.10. Invited attendees

- The Committee may invite attendees to provide input or advice on specific matters relating to the jurisdiction as required
- Invited attendees will not have a role in the jurisdiction's decision-making process and are not considered part of the Committee

3.11. Formation of a State, Territory or Aotearoa New Zealand Committee

Council approves the Committee for each State or Territory of Australia and the Aotearoa New Zealand National Committee at their next meeting following the vote

3.12. Outcomes of the jurisdiction elections

- The jurisdictional Chair will notify newly elected members within 72 hours of voting closing
- At the June meeting, Council will approve the appointment of the Committee for each State/Territory of Australia and a National Committee for Aotearoa New

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Zealand as elected by those Fellows in each State/Territory or Aotearoa New Zealand

4. COMMITTEE REGULATIONS

4.1. Election of the Office Bearers

- At the jurisdictional Committee meeting held after the results of the election, the Committee members will elect a Chair from among the Committee membership
- The Committee then elects a Deputy Chair and other executive positions as required.
- The formation of an Executive is determined by the Chair and Committee

4.2. Term of Office

- The Chair holds the role for one year and is eligible for re-election for one further term. Except under exceptional circumstances approved by Council, no Chair will hold office for more than two terms
- Office bearers hold office for one year. They are eligible for re-election each year and continue to exercise their functions until their successors have been elected.

4.3. Nomination Process

- To be elected to the Executive, nominations will be sought from elected Committee members before the meeting where the election will be conducted
- Where more than one person nominates for a position, a vote will be conducted

4.4. Office Bearer Voting Process

- All voting is by secret ballot
- The exhaustive ballot process is used, as in Council Office Bearer elections. Voting may be conducted via electronic means, paper ballot or a show of hands
- This is described in Clause 4.1 in the Election Process For Council Office Bearers And Council Executive
- As elected, Committee members withdraw from subsequent ballots for other positions.
- The current Chair will cast a vote to resolve a tie
- No member can hold two executive positions simultaneously
- The newly elected Executive will take effect from 1 July each year

4.5. Frequency and Notice of Committee Meetings

- The Committee will meet as required by the Chair but no less frequently than once each quarter
- The Executive Committee will meet as they determine necessary by the Chair.
- Written notice of each Committee meeting must be given to each member of the Committee at least two weeks before the meeting date.
- Written notice of a special meeting must be provided to members of the Committee specifying the general nature of the business to be conducted, and no other business may be performed at a special meeting.

4.6. Apologies for Committee Meetings

- All members are expected to attend meetings in person or remotely (where available).
- If a member cannot participate, they should send their apologies to the Chair, including the reason for their inability to attend.

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4.7. Quorum for Committee Meetings

The quorum necessary for the transaction of the business of the jurisdictional Committee is more than 50% of elected and ex-officio members unless the Committee resolves that a greater number will constitute a quorum.

4.8. Presiding at Committee Meetings

At meetings of the Committee, 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 the other office-bearers or, if none present, one of their number to preside.

4.9. Committee Decision Making

- Decisions made at a meeting of the Committee or a meeting of any sub-committee will be determined on a show of hands or, if a member requests, by a poll taken.
- Each member present at a meeting of the Committee, or a meeting of any sub-committee appointed by the Committee (including the person presiding at the meeting), is entitled to one vote and, in the event of a tie on any question, the person presiding may exercise a second or casting vote.

4.10. Participation by interested Committee members/ Conflicts of Interest

- A Committee member with a material personal interest in a matter being considered at a Committee meeting will declare their interest per the College's Conflict of Interest regulations.
- If a member is uncertain whether to remove themselves from the meeting and/ or vote on the matter, then the Chair will decide the whether the degree of personal interest is such that the Committee member will not
 - a. Be present while a matter is being considered at the meeting, or
 - b. Vote on the matter

4.11. Minutes of Meetings

The jurisdictional delegate will ensure that the minutes of each Committee meeting are recorded. This includes a record of the attendees, actions and resolutions made at each Committee meeting and available to the Committee.

4.12. Diversity in Committee Representation

The jurisdictional Committees are encouraged to consider broad representation in the composition of their committees:

These may include:

- Fellows within the jurisdictions
- Surgical Specialties
- Other relevant medical Specialties
- Indigenous representation
- Trainees
- SIMGs
- ANZASM Chair
- Public/Private hospital representation
- Geographic hubs pertinent to jurisdictional areas
- Aotearoa New Zealand Censor
- Māori Health Advisory Group
- RACS interest groups/sections, e.g., Younger Fellows, Rural/Remote, Senior surgeons, Trauma
- Other specific areas of RACS,

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5. ASSOCIATED DOCUMENTS

Election Process for Council Office Bearers and Council Executive (REG-1021)

Election Process for Council Office Holders and Other Key Positions (REG-1008)

Restriction of College Activity (REG-3042)

Suspension and Removal of Office Holders, Committee Members and College Representatives (Regulation; REL-PCS-028)

Conflict of Interest (REG-1020)

Approver and Authoriser: Council