

# Regulations

## RANZCP Foundation Committee



### BACKGROUND

The RANZCP's Research and Education Foundation (**REF**) was established in 2006 to support the research and educational endeavors of College members, 'to foster, facilitate and promote scholarship, research, leadership and training in psychiatry in Australia and New Zealand'.

In November 2017, the RANZCP Board agreed to expand the REF and form the RANZCP Foundation, an entity with a broader scope and vision to allow the RANZCP to provide additional support in the areas of clinical work, research and other initiatives to improve the mental health and wellbeing of communities.

### RANZCP FOUNDATION VISION AND MISSION STATEMENT

The RANZCP Foundation vision is:

*Transforming mental health care, creating a world of potential.*

The RANZCP Foundation mission statement is:

*By promoting research and fostering innovation and partnerships we build knowledge and skills. We support individuals, families and their communities to achieve and maintain mental health and wellbeing throughout the lifespan.*

#### 1. PURPOSE

The Foundation will be overseen by the RANZCP Foundation Committee (**Committee**).

#### 2. RESPONSIBILITIES

The Committee is responsible for developing and implementing the RANZCP Foundation and managing the Foundation's profile/identity, developing strategy, overseeing all fundraising activities and areas of expenditure, and monitoring and reporting on outcomes.

In particular, the Committee will:

- a) Develop strategic priorities and a work plan relating to the activities of the RANZCP Foundation.
- b) Assess proposals based on pre-determined criteria (established by the Committee and approved by the RANZCP Board), and make a recommendation to the RANZCP Board for distributing grants, scholarships or project funding in accordance with the RANZCP Foundation's strategic priorities.
- c) Develop and recommend to the RANZCP Board fundraising strategies targeted towards RANZCP members and non-members, other charitable organisations and corporate bodies in Australia and New Zealand.
- d) Seek donations, bequests and support through approaches to the above groups.
- e) Promote and advocate on behalf of the RANZCP Foundation.
- f) Oversee the RANZCP Foundation finances and in conjunction with the Finance Committee provides a report to each RANZCP Board meeting.

- g) Identify, manage and oversee risks associated with the RANZCP Foundation in accordance with the College's Risk Management Policy, and report high level risks to the RANZCP Board.
- h) Provide advice on policies and procedures that govern the RANZCP Foundation.
- i) Develop an annual report on the RANZCP Foundation's activities.

### **3. REPORTING RELATIONSHIPS**

- a) The Committee reports to the RANZCP Board.
- b) The Committee shall report on its activities to each meeting of the RANZCP Board, or as required.
- c) The Committee will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.

### **4. INTERSECTION WITH THE COMMITTEE FOR RESEARCH**

The RANZCP Foundation will seek the expert advice from the Committee for Research (as the primary College committee involved in research matters) in the following areas:

- a) identifying areas for future research to be funded by the RANZCP Foundation;
- b) shaping and developing new grants in the area of research;
- c) maintaining a partnered dialogue on research matters; and
- d) the assessment of research grants (existing and new).

### **5. RANZCP FOUNDATION COMMITTEE**

#### **5.1 Composition/Membership**

The Committee will comprise:

- a) Chair (Fellow)
- b) A Board Director (Fellow)
- c) RANZCP Fellows (not including the Chair) of appropriate seniority and standing (number of RANZCP Fellows is at the discretion of the Board, but is to be no fewer than five)
- d) Chair, Committee for Research (ex-officio).

The Committee must comprise at least one RANZCP Fellow from Australia and one RANZCP Fellow from New Zealand.

#### **5.2 Elections, Appointments and Casual Vacancies**

##### **5.2.1 Chair (Fellow)**

- a) Nominations shall be called for from among the Fellows of the College, and will be appointed by the RANZCP Board.
- b) The term of office shall be three years from the conclusion of the Annual General Meeting in the year in which he/she was appointed, or when a successor is appointed.
- c) In the case of a successor being appointed after the AGM, but prior to 31 August in the year in which they were appointed/elected, the successor's term of office will be from the date of their appointment/election to the Committee, until the AGM when the position term is due to fall vacant.

- d) Fellows will be eligible for reappointment to this position to serve a maximum of two consecutive terms i.e. six years.
- e) In the event that a casual vacancy arises, nominations shall be called from among the Fellows of the College, and the Fellow will be appointed by the RANZCP Board.

#### **5.2.2 Board Director (Fellow)**

- a) The Board Director position will be appointed by the RANZCP Board.
- b) The term of office shall be two years from the conclusion of the Annual General Meeting in the year in which he/she was appointed, or when a successor is appointed.
- c) In the case of a successor being appointed after the AGM, but prior to 31 August in the year in which they were appointed/elected, the successor's term of office will be from the date of their appointment/election to the Committee, until the AGM when the position term is due to fall vacant.
- d) The Board Director (Fellow) will be eligible for reappointment to this position to serve a maximum of three consecutive terms i.e. six years.

#### **5.2.3 Fellows**

- a) Nominations shall be called for from among the Fellows of the College (seeking Fellows of appropriate seniority and standing), and will be appointed by the RANZCP Board.
- b) The term of office shall be three years from the conclusion of the Annual General Meeting in the year in which he/she was appointed, or when a successor is appointed.
- c) In the case of a successor being appointed after the AGM, but prior to 31 August in the year in which they were appointed/elected, the successor's term of office will be from the date of their appointment/election to the Committee, until the AGM when the position term is due to fall vacant.
- d) Fellows will be eligible for reappointment to this position to serve a maximum of two consecutive terms i.e. six years.
- e) In the event that a casual vacancy arises, nominations shall be called from among the Fellows of the College, and the Fellow will be appointed by the RANZCP Board.
- f) Where possible, the appointment process shall give due recognition to ensuring the adequacy of gender balance.

#### **5.2.4 Chair, Committee for Research**

- a) The Chair, Committee for Research will be appointed in an ex-officio capacity and in accordance with the Committee for Research Regulations.
- b) The term of office shall be in accordance with the Committee for Research Regulations.

#### **5.2.5 Patron(s)**

The RANZCP Board will appoint an appropriate person to be the Patron(s).

#### **5.2.6 Co-opted Members**

Refer to the *Committee Meeting Operations Regulations* for information regarding Co-opted Members.

### 5.2.7 Observers

Refer to the *Committee Meeting Operations Regulations* for information regarding Observers.

### 5.2.8 Casual Vacancies

- a) Refer to 5.2.1 e), and 5.2.3 e).
- b) The casual vacancy appointment shall be for the remainder of the term.
- c) A person appointed as a casual vacancy shall be eligible for appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

## 6. OPERATION OF THE COMMITTEE

### 6.1 Refer to the [Committee Meeting Operations Regulations](#) for the Committee's operational information including:

- Agenda
- Associated RANZCP Documents/Sources of Information
- Attendance
- Chair
- Committee Powers and Delegation
- Conflict of Interest
- Consent
- Confidentiality
- Co-opted Members
- Defects in Appointment or Qualification
- Definitions and Interpretation
- Financial Responsibility
- Media and Authorised Statements
- Meetings
- Minutes
- Observers
- Other Committees
- Proxies
- Quorum/Voting
- Review
- Risk Management
- Support
- Work Plan

Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for the Committee.

### 6.2 Additional Specific Operational Information

#### 6.2.1 Associated RANZCP Documents/Sources of Information

In addition to the relevant associated RANZCP Documents/Sources of Information outlined in the *Committee Meeting Operations Regulations*, additional documents include:

- RANZCP Investment Policy
- RANZCP Policy for Receiving Bequests and Gifts.

## 6.2.2 Financial Responsibility

- a) The Committee is required to operate in accordance with College Policy, processes and within the budgetary constraints as determined by the RANZCP Board. Any spending above and beyond the allocated budget requires explicit authorisation in accordance with the College's Delegation of Authority Policy.
- b) The Committee will act in accordance with the College's Investment Policy and Policy for Receiving Bequests and Gifts, to ensure all funds and donations are ethically sourced.

## 6.2.3 Other Committees

The Committee may establish Subcommittees or Working Groups. This must occur in consultation with the relevant Executive Manager, and approval sought from the RANZCP Board and the Finance Committee (for budget purposes).

## 6.2.4 Voting/Quorum

The Patron(s) (Australia and New Zealand), **may** participate in meetings of the Committee, and therefore do not need to be included for quorum purposes. However, Patron(s) have full voting rights.

## Revision Record

<b>Contact:</b>	<b>Executive Manager, Membership and Events</b>		
<b>Authorising Body:</b>	Board		
<b>Responsible Committee:</b>	Corporate Governance and Risk Committee		
<b>Document Code:</b>	REG RANZCP Foundation Committee Regulations		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
16 June 2018	1.0	B2018/4 R13	New document
2 March 2019	2.0	B2019/1 R5	Regulations amended to reflect revised committee composition and to remove the operational content which is captured as part of the <i>Committee Meeting Operations Regulations</i> .
20 June 2019	2.1	Legal Counsel	Regulations amended to reflect that the number of 'RANZCP Fellows' positions is at the discretion of the Board, but is to be no fewer than five.
17 February 2021	2.2	B2021/2 R16	Regulations amended to reflect updated RANZCP Foundation vision and mission statement, to clarify the intersection with the Committee for Research, and to amend position terms (other than for Board Director) to 2 x 3 year terms in line with Board decision made in 2019.
<b>NEXT REVIEW: 2023</b>			