

Terms of Reference (ToR)

Member Wellbeing Subcommittee (MWSC)



Background

The Member Wellbeing Subcommittee (**MWSC**) was established by the Membership Engagement Committee (**MEC**) on 12 July 2019 and was approved by the RANZCP Board on 10 August 2019. The MWSC replaced the former Member Welfare Committee. On 16 May 2021, the RANZCP Board approved establishing the MWSC as a standing subcommittee of the MEC on an ongoing basis.

1. ROLE

The MWSC are to support the MEC to meet the needs and expectations of Members to enhance the value of their membership while ensuring the sustainable growth of the RANZCP by:

- a) promoting the health and wellbeing of Members, as set out in the RANZCP Strategic Plan, and the MEC Workplan.
- b) delivering on its wellbeing-related responsibilities, as set out in the MEC regulations.

2. RESPONSIBILITIES

The MWSC's key deliverables include to:

- a) lead and embed a RANZCP-wide culture of supporting Member wellbeing.
- b) undertake effective wellbeing advocacy on behalf of RANZCP Members.
- c) develop wellbeing resources that position the RANZCP as the medical college leader in doctor wellbeing.
- d) identify any other additional relevant wellbeing-related deliverables for the MEC.
- e) identify, report and manage risks in accordance with RANZCP Policy.

3. REPORTING RELATIONSHIPS

- a) The Chair of the MWSC reports to the MEC and shall provide a report to each meeting of the MEC. The MWSC shall provide a report to the Board as required, as part of the MEC Board Report.
- b) The MWSC will work closely with staff to ensure its responsibilities are met.
- c) The Chair of the MWSC will hold an ex-officio position on the MEC for the duration of their role as set out in these Terms of Reference.

4. COMMITTEE

4.1 Composition/Membership

- a) The MWSC will comprise a maximum of 3 members (including the Chair) who are appointed based on their skills, knowledge and expertise required to fulfil the MWSC's responsibilities, including:
- the Chair, MWSC (Fellow); and
 - the Chair, MEC (Fellow); and
 - an independent MEC member.
- b) The relevant Executive Manager (or nominee) will be in attendance at meetings.

4.2 Elections, Appointments and Casual Vacancies

4.2.1 Chair, MWSC (Fellow)

- a) Nominations will be called from the Fellowship and must have specific competency in the wellbeing-related responsibilities as set out in these Terms of Reference, and in the position description for this role. The Chair shall be recommended by the MEC for appointment by the Board.
- b) The term of office shall be three (3) years from the conclusion of the Annual General meeting (AGM) in the election year in which they were appointed or such later date, until the AGM when the position term is due to fall vacant.
- c) The Chair will be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms, i.e. six (6) years.
- d) In the event of the resignation of the Chair a casual vacancy will arise.
- i) Should their term not be due to finish for 12 months or more, clause 4.2.1 a) and b) of these Terms of Reference will be undertaken.
 - ii) Should their term be due to finish within 12 months, an interim Chair shall be appointed by the MEC. The process for appointing a casual vacancy will be developed in consultation with the Governance unit. The appointment will be noted by the Board.

4.2.2 Chair, MEC (Fellow) and independent MEC member

- a) Appointment of the independent MEC member to the MWSC is made by the MEC and noted by the Board via the MEC Report.
- b) The term of office for those members derived from the MEC will be in accordance with their term on the MEC.

4.2.3 Co-opted Members

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

4.2.4 Observers

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

4.2.5 Casual Vacancies

- a) Refer to clauses 4.2.1 d) i) and 4.2.1 d) ii).
- b) A 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 Term of Reference. For the purposes of this term of reference, the period of time served as a casual vacancy shall not be counted as a period of membership.

5. OPERATION OF THE COMMITTEE

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

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

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

6. ASSOCIATED DOCUMENTS

- Chair, MWSC Position Description
- MEC Regulations
- Committee Meeting Operations Regulations
- RANZCP Strategic Plan
- MEC Workplan
- RANZCP Constitution, Media and Communications Policy, Code of Conduct, Code of Ethics, Conflict of Interest Guideline, MWSC Conflict of Interest Register, Risk Management Policy, relevant Risk Register, Deed of Undertaking in relation to Confidentiality and Conflict of Interest, Privacy Policy, Delegation of Authority Guideline, Travel and Expense Policy and Expense Claim Form, Document Approval Pathway Procedure and RANZCP website.

Revision Record

Contact:	Executive Manager, Membership and Events		
Authorising Body:	Board		
Responsible Committee:	Membership Engagement Committee		
Document Code:	ToR Member Wellbeing Subcommittee Terms of Reference		
Date	Version	Approver	Description
10 August 2019	1.0	Board B2019/6 R26	New document.
9 August 2021	1.1	Executive General Manager, Education and Operations	Updated to reflect being a permanent MEC Subcommittee, incorporation of election, appointment and casual vacancy provisions and placing into the revised template format.
NEXT REVIEW: 2023			