

# Regulations

## Members' Advisory Council



### Background

In May 2013, The Royal Australian and New Zealand College of Psychiatrists (RANZCP) Members' Advisory Council (**MAC**) was established. This was as a result of the implementation of a new governance model that was passed by the Fellowship in August 2012.

### 1. ROLE

The role of the MAC is to:

- Provide information and advice to the Board on a variety of issues, including but not limited to strategy and risk confronting the College
- Provide a forum for College Members to raise and discuss issues or provide feedback relevant to the College or mental health.

### 2. RESPONSIBILITIES

The MAC will be responsible for:

- a) Providing advice to the Board on a variety of issues, including but not limited to:
  - The strategic direction of the College and assisting with the annual review of the College's Strategic Plan
  - Policy
  - Proposed amendments to Regulations and the Constitution
  - Other matters referred from the Board and/or College Committees
  - Issues and needs within mental health that impact on the delivery of mental health in the community and the activities of the College.
- b) Providing a written report to the Board on:
  - The discussions and activities of the MAC
  - Items of potential strategic or policy implication for the College
  - Risks associated with mental health at a representative, national or jurisdictional level.
- c) Providing a forum for the College membership to:
  - Engage with the Board
  - Provide advice, input and feedback to the Board
  - Raise issues for discussion.
- d) Acting as a resource for the Board.

### 3. REPORTING RELATIONSHIPS

- a) The MAC reports directly to the RANZCP Board.
- b) The MAC will provide information and advice to the Board via a written report on its activities and raise any issues for the Board's consideration.
- c) At each meeting of the MAC, each MAC member will provide a written report on its committee's activities and raise any issues for the Board's consideration
- d) Each MAC member will report on the outcomes of each meeting of the MAC to their respective committee

- e) The MAC will work closely with the Chief Executive Officer and Senior Management to ensure the MAC's responsibilities are met.

#### **4. MEMBERS' ADVISORY COUNCIL**

##### **4.1. Composition/Membership**

The Member composition of MAC includes:

- Chair – President-Elect
- Members:
  - RANZCP Board Members
  - Chair, Branch Committees x 8
  - Chair, Tu Te Akaaka Roa (New Zealand National Committee)
  - Chair, Bi-national Faculty Committee x 7
  - Chair, Bi-national Section Committee x 12
  - Chair, Bi-national Committee for Trainees
  - Member, Bi-national Committee for Trainees (from alternate nation to the Chair, Bi-national Committee for Trainees)
  - Chair, Overseas Trained Psychiatrists' Representative Committee
  - Chair, Te Kaunihera mo ngā kaupapa Hauora Hinengaro Māori (Te Kaunihera)
  - Chair, Aboriginal and Torres Strait Islander Mental Health Committee
  - Chair (Fellow), Community Collaboration Committee
  - Co-Chair (Community Member), Community Collaboration Committee
  - Community Member (from alternate nation to the Co-Chair (Community Member), Community Collaboration Committee).

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

###### **4.2.1 Chair and Members**

- a) The term of office of the Chair and all Members shall coincide with their term on their respective Committee or their term as a Board Director.
- b) Any casual vacancies will be filled in accordance with the respective Board/committee's Regulations.

###### **4.2.2 Community Member**

- a) The Community Member shall be appointed from among the Community Members on the Community Collaboration Committee (**CCC**) who are from the alternate nation to the CCC Co-Chair (Community Member).
- b) The term of the Community Member will be in accordance with their term on the CCC.
- c) In the event of the resignation of the Community Member, a Casual Vacancy will arise. The Casual Vacancy appointment will be in accordance with clause 4.2.2 a) and 4.2.2 b) of these Regulations.

#### 4.2.3 Casual Vacancies

Refer to clauses 4.2.1 b) and 4.2.2 c) of these Regulations.

#### 4.2.4 Co-opted Members

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

#### 4.2.5 Observers

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

### 5. OPERATION OF THE COMMITTEE

#### 5.1 Refer to the [Committee Meeting Operations Regulations](#) for the Committee'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
- Voting Member Term
- Work Plan
- Definitions and Interpretation
- Associated RANZCP Documents

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

#### 5.2 Additional Specific Operational Information

##### 5.2.1 Meetings

In addition to the Meetings section outlined in the *Committee Meeting Operations Regulations*:

- a) It is normal practice to provide at least 4 weeks' notice for these meetings.

##### 5.2.2 Other Committees

- a) The MAC may establish Working Groups following approval of the Board.

### 5.2.3 Financial Responsibilities

In addition to the financial responsibilities outlined in the *Committee Meeting Operations Regulations*:

- a) The MAC is required to operate in accordance with College Policy, processes and within the budgetary constraints as determined by the Board. Any spending above and beyond the allocated budget requires explicit authorisation as per the College's delegation of authority Policy.

### 5.2.4 Definitions

In addition to the Definition and Interpretation section outlined in the *Committee Meeting Operations Regulations*:

**'Carer'** means a family/whānau member, friend or another whose life, because of their active caring and supporting role, has been affected by their close association with an individual who has, or who has had experience of mental illness.

**'Community Member'** encompasses Carers, Consumers and Community Organisation Representatives. A Community Member has committee voting rights.

**'Community Organisation Representative'** means a representative of non-government community based or mental health-based organisation or volunteer organisations.

**'Consumer'** means an individual who has, or has had, experience of mental illness.

**'Nation'** means Australia or New Zealand.

**'RANZCP Board Members'** means the President, President-Elect, Elected Directors and any Appointed Directors.

### Revision Record

<b>Contact:</b>	<b>Office of the President and CEO</b>		
<b>Authorising Body:</b>	Board		
<b>Responsible Committee:</b>	Corporate Governance and Risk Committee		
<b>Document Code:</b>	REG Members' Advisory Council Regulations		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
27 October 2022	3.2	Executive General Manager, Education and Operations	Updated to amend the name of the Trainee Representative Committee to the Bi-national Committee for Trainees (BCT) which was incepted on 26 October 2022.
5 April 2022	3.1	Executive General Manager, Education and Operations	Updated to include the Chair and Co-Chair of the Community Collaboration Committee as part of the Composition/Membership (note this update was following discussion with relevant stakeholders), amending 'Community Representative' to 'Community Member' and the position appointment process, amendments to the Responsibilities, and other minor updates.
22 February 2020	3.0	Board B2020/1 R27	Update to representative member numbers and other minor administrative amendments.
29 January 2020	2.1	Legal Counsel	Updated the operational content as approved by the Board on 18 November 2018, updated definitions for currency, and placed Regulations of revised format.
27 October 2013	2.0	Board B2013/6 R5	Updated by Membership.
17 November 2012	1.0	CGRC GC2012/4 R47	New document.
<b>NEXT REVIEW: 2024</b>			