

Background

In May 2013, The Royal Australian and New Zealand College of Psychiatrists (**RANZCP**) established a new committee called the Membership Engagement Committee (**MEC**). Following a review in 2016, in February 2017 the RANZCP Board approved several changes in relation to the MEC's roles, responsibilities, membership and subcommittee composition. Following a further review in 2019, the RANZCP Board approved proposed changes to the MEC governance structure taking a greater focus on member wellbeing.

1. ROLE

The role of the MEC is to provide a focal point within the RANZCP for considering and recommending policies and systems for effectively engaging with the membership, increasing the value of College membership and ensuring feedback from members is appropriately addressed.

The MEC serves as a conduit between the Board and the wider College membership, providing advice and guidance to the Board that reflects the views of the membership.

2. RESPONSIBILITIES

The Committee shall be responsible for:

- a) Strategic oversight of member engagement strategies including:
 - reporting on member engagement statistics and membership trends.
 - monitoring and reporting on member benefits.
 - reviewing feedback processes.
- b) Providing strategic advice, direction and leadership broadly across the College on a range of effective member wellbeing services and support mechanisms that are relevant to members across all stages of their careers, which may include:
 - wellbeing-related activities and events.
 - self-care resources for members.
 - continuing professional development activities on issues such as lifestyle, mental health, relationships, stress management and personal development.
 - peer-support and mentoring programs.
 - systemic advocacy around workplace issues related to member wellbeing.
 - research informing College responses to member wellbeing needs.
 - any other wellbeing-related services or support programs, as required.
- c) Improving member awareness of College activities and priorities by:
 - improving communications to the membership.
 - collaborating with and providing advice to other committees on specific projects.
 - supporting orientation and new member information.
- d) Strategic oversight of College events including, where appropriate:
 - annual scheduling and hosting allocations for Congress, Faculty and Section events.
 - approving policies and guidelines to support Congress and other events where required.

- e) Providing appropriate acknowledgement and recognition of members' contributions and achievements through member recognition and award programs.
- f) Ensuring College publications, especially journals, deliver value and are relevant to members.
- g) Supporting broader member recruitment and retention activities.
- h) Oversight of operational membership processes including:
 - making recommendations to the Board in relation to Confidential Membership Matters, conferral of Honorary Fellowships and International Corresponding Membership applications.
 - reviewing administrative guidelines and policies.
- i) Identifying and overseeing risks associated with the Committee, in accordance with the College Risk Management Policy, and for reporting high level risks to the Board.

3. REPORTING RELATIONSHIPS

- a) The MEC will report on its activities and the activities of any subcommittees to the Board.
- b) The Committee will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.
- c) Representative members will report back to their respective committee as required.

4. COMPOSITION / MEMBERSHIP

The MEC will be chaired by a Board Director.

In addition, the Committee will include the following members:

- Six Fellows (Independent)
- Chair, Journals Committee (**JC**)
- Chair, Member Wellbeing Subcommittee (**MWSC**)
- Section of Early Career Psychiatrists Committee Representative (Fellow)
- Section of Private Practice Psychiatry Committee Representative (Fellow).
- Australian and New Zealand Psychiatrists with International Qualifications (**ANZPIQ**) Representative.
- Representative, Bi-national Committee for Trainees (**BCT**).

Board Director/s may be appointed to the Committee in an ex-officio capacity.

The Committee will endeavour to include appropriate representation from Australia and New Zealand (at a minimum of one member from each).

The Committee will endeavour to achieve diversity, including gender balance.

Relevant staff of the Membership, Events and Publications department will attend all meetings.

5. ELECTIONS AND APPOINTMENTS

5.1. Chair (Fellow)

- a) The Chair shall be appointed by the Board from among the Board members.
- b) The term of office for the Chair shall be in accordance with the Board Director's term and will commence from the conclusion of the Annual General Meeting in the election year in which they were elected.

5.2. Fellows (Independent) x 6

- a) Nominations will be called for from amongst the Fellows of the College. The Independent Fellows will be appointed by the Board on the recommendation of the MEC.
- b) Their term of office for the Independent Fellows shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which they were elected.
- c) They may be eligible for reappointment to this position to serve two (2) consecutive terms (i.e., 6 years) and also eligible for re-nomination to serve further terms, with a maximum of four terms (i.e., 12 years).

5.3. Chair JC and Chair MWSC

- a) The Chairs of the JC and MWSC are appointed to the MEC by virtue of their position.
- b) Their term of office shall coincide with their term on the JC and MWSC.

5.4. Section Representatives

- a) The Section of Early Career Psychiatrists' and Section of Private Practice Psychiatry Representatives will be appointed to the MEC by the Board, upon recommendation from the respective committee.
- b) The term of office shall coincide with their term on the committee they are representing.

5.5. Representative, Australian and New Zealand Psychiatrists with International Qualifications

- a) Nominations will be called from among the ANZPIQs of the College. The ANZPIQ Representative will be appointed by the MEC on the recommendation of the ANZPIQ Committee. To nominate, the ANZPIQ does not need to be a member of the ANZPIQ Committee.
- b) The term of office shall be for three (3) years from the conclusion of the Annual General Meeting in the election year in which they were elected.
- c) The ANZPIQ Representative will be eligible for reappointment to this position to serve two (2) consecutive terms (i.e. 6 years) and also eligible for re-nomination to serve further terms, with a maximum of four terms (i.e. 12 years)..

5.6. Representative, Bi-national Committee for Trainees

- a) The BCT Representative is appointed in accordance with the Bi-national Committee for Trainees Regulations.
- b) The term of the BCT Representative will commence in May each year at the conclusion of the Annual General Meeting and will be for 12 months.
- c) The BCT Representative will be eligible for reappointment to this position to serve a maximum of five (5) consecutive years.
- d) In the event that the trainee is admitted to Fellowship during their term on a committee, they may complete their annual term, but they are not eligible for appointment thereafter.
- e) In the event that the trainee resigns from the committee, a Casual Vacancy will arise. The appointment will be in accordance with the Bi-national Committee for Trainees Regulations.

5.7. Co-opted Members

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

5.8. Observers

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

5.9. Casual Vacancies

- a) A Casual Vacancy appointment shall be until the conclusion of the next AGM.
- b) A person appointed as a Casual Vacancy shall be eligible for appointment in accordance with this Regulation at the conclusion of their term.
- c) 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. COMMITTEE SUPPORT

The Committee shall be supported by relevant staff of the College. In particular, the Executive Manager and staff of the Membership, Events and Publications department.

7. OPERATIONAL

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

- Agenda
- Attendance
- Chair
- Committee Powers and Delegation
- Conflict of Interest
- Confidentiality
- Consent
- 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 the MEC.

5.2 Additional Specific Operational Information

5.2.1 Definitions and Interpretation

In addition to the Definitions and Interpretation 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 or Consumers as defined here.

'Consumer' means an individual who has or has had living or lived experience of mental illness.

'Fellow Independent' means a Fellow from the general Fellowship, i.e. a Fellow who is not representing the Board, another College Committee, Faculty, Section, etc.

'Member' means any person for the time being admitted to Membership of the College pursuant to the Constitution.

Revision Record

Contact:	Executive Manager, Membership, Events and Partnerships		
Authorising Body:	Board		
Responsible Committee:	Corporate Governance and Risk Committee		
Document Code:	REG Membership Engagement Committee Regulations		
Date	Version	Approver	Description
17 July 2024	3.3	Company Secretary and General Counsel	Updated to reflect name change of OTP Representative Committee to ANZPIQ; and governance template and CMOR.
21 December 2022	3.2	Executive General Manager, Education and Operations	Updated to correct a typographical error in the Chair and Fellow (Independent) Casual Vacancy provisions, correction regarding the Contact and other minor administrative updates that reflect the latest Regulation template.
26 September 2019	3.1	Legal Counsel	Updated to reflect minor formatting changes.
10 August 2019	3.0	B2019/6 R25	Updated to reflect incorporation of Wellbeing pillar back into the MEC clause 2b, increase to composition clause 4.
3 July 2019	2.2	Legal Counsel	Updated to remove sections captured in the <i>Committee Meeting Operations Regulations</i> (approved by the Board 18 November 2018). Inclusion that the composition 'must' comprise (CGRC request 4 April 2019). Inclusion of clause 4.2.3. To place the Regulations on the updated Regulations template.
28 November 2017	2.1	Senior Manager, Corporate Governance and Risk	Updated to reflect administrative changes and appropriate related resources.
30 April 2017	2.0	B2017/3 R24	Major update following MEC Review.
22 January 2015	1.2	CGRC 22/1/15	Amended to clarify appointment process for the trainee representative and overseas trained psychiatrist.
13 November 2014	1.1	B2014/5 R19	Composition update to include and OTP Representative. Change 10.7 from 75% to 50% as per CGRC decision in June 2014. Changes applied to the responsibilities.
23 February 2013	1.0	GC2013/1 R58	New document
NEXT REVIEW: 2027			