

BACKGROUND

The Awards and Recognition Committee provides a framework for a cohesive governance structure to administer and manage the RANZCP's awards and broader member recognition processes, functions and activities.

The Awards and Recognition Committee (**ARC**) was previously known as the Awards Committee. Following a review of the Membership Engagement Committee (**MEC**) in 2016, the ARC was named and established as a formal subcommittee of the MEC.

1. ROLE

The ARC (**Committee**) will oversee and manage the RANZCP's awards processes, and provide strategic oversight of the awards and member recognition framework. Responsible directly to the MEC, the ARC will develop strategies to increase and improve member recognition across the RANZCP.

2. RESPONSIBILITIES

The Committee shall be responsible for:

- (a) Overseeing all activities of awards administration, in conjunction with relevant supporting parties, in terms of individual award promotion, composition, function and funding as it relates to the activities of the Committee.
- (b) Advising on the RANZCP's broader activities around member recognition, including the acknowledgement of members' contributions and service, and the Member Recognition Program which recognises milestones of membership.
- (c) Reviewing the objectives of each of the awards in the context of their respective benefit to the RANZCP, as well as reviewing all requests to establish new awards within the RANZCP, and making recommendations to the Board as appropriate.
- (d) Establishing protocols applicable to bi-national awards in relation to selection and appointment of panels of jurors and the timing and modality of awards presentation.
- (e) Advising the Board regarding proposed decisions about particular awards and awards matters generally.
- (f) Identifying and managing risks associated with the Committee, in accordance with the RANZCP's Risk Management Policy, and for reporting high level risks to the Corporate Governance and Risk Committee and/or Board.

3. REPORTING RELATIONSHIPS

- (a) The Committee shall report on its activities to the MEC. The Committee shall make available its most recent minutes to each meeting of the MEC.
- (b) The Committee will work closely with the RANZCP Chief Executive Officer and senior management to ensure its responsibilities are met.
- (c) Committee members representing another RANZCP committee shall represent the views of and report back to their respective committee.

4. COMPOSITION/MEMBERSHIP

- (a) Membership of the Committee will comprise a maximum of six (6) members (including the Chair):
- Chair, President-Elect (or nominee)
 - Fellow (Independent)
 - Representative, Membership Engagement Committee (Fellow)
 - Representative, Committee for Research (Fellow)
 - Representative, Education Committee (Fellow)
 - Representative, Practice, Policy and Partnerships Committee (Fellow)
- (b) The Committee must include appropriate representation from Australia and Aotearoa/New Zealand (at a minimum of one member from each).
- (c) The Committee shall endeavour to achieve diversity, including gender balance.

5. Elections, Appointments and Casual Vacancies

5.1 Chair

- (a) The Chair shall be the President-Elect or such Fellow as shall be appointed by the Board in consultation with the President-Elect.
- (b) The term of office for the Chair position shall be two (2) years from the conclusion of the Annual General Meeting (AGM) in the election year in which they were elected, or such later date, until the AGM when the position term is due to fall vacant.
- (c) In the event of the resignation of the Chair, the relevant Casual Vacancy provision of the RANZCP Constitution and Board Election Regulations will take effect.

5.2 Fellow (Independent)

- (a) Nominations will be called for from among the Fellows of the RANZCP. The Fellow shall be recommended by the Committee for appointment by the MEC.
- (b) The term of office for the Fellow position shall be three (3) years from the conclusion of the 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) They 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 Fellow a Casual Vacancy will arise:
- i. should their term not be due to finish for 12 months or more clause 4.2.2. a) and b) of these Regulations will be undertaken.
 - ii. should their term be due to finish within 12 months, the Committee will appoint a Casual Vacancy for the remainder of the term in consultation with the MEC.

5.3 Representatives

- (a) The Representatives shall be automatically appointed to the Committee upon recommendation from the respective committee.
- (b) The term of office for the Representative positions shall coincide with their term on the committee they are representing.
- (c) In the event of a resignation of a Representative from the Committee, or they cease to be a member of the Committee, they will be replaced on the Committee by a current member of the respective committee in accordance with clause 4.2.3. a).

5.4 Casual Vacancies

- (a) Refer to clauses 5.1(c) and 5.2(d) of these Regulations.
- (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 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.

5.5 Co-opted Members

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

5.6 Observers

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

6. COMMITTEE SUPPORT

The Committee shall be supported by the staff of the College, specifically staff of the Membership, Events and Publications team.

7. OPERATION OF THE COMMITTEE

7.1 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
- Meeting Code of Conduct
- 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 Committee.

7.2 Definitions

In addition to the Definitions and Interpretation outlined in the Committee Meeting Operations Regulations:

- (a) "Committee" means the Awards and Recognition Committee for the purpose of these Regulations.

7.3 Associated Documents

In addition to the Definitions and Interpretation outlined in the Committee Meeting Operations Regulations:

- *Membership Engagement Committee Regulations*
- *Committee for Research Regulations*
- *Education Committee Regulations*
- *Practice, Policy and Partnerships Committee Regulations*
- *Foundation Committee Regulations*

REVISION RECORD

Contact:	Executive Manager, Membership, Events and Publications		
Authorising Body:	Board		
Responsible Committee:	Corporate Governance and Risk Committee		
Document Code:	REG Awards and Recognition Committee Regulations		
Date	Version	Approver	Description
7 September 2023	2.2	Governance Manager	Updated to clarify who makes the appointment of the Representative positions, and other minor updates to reflect the latest Regulations template.
4 October 2021	2.1	Executive General Manager, Education and Operations	Updated to remove sections captured in the <i>Committee Meeting Operations Regulations</i> (approved by the Board 18 November 2018), change relevant positions terms from 3 x 2 year to 2 x 3 years (approved by the Board 17 November 2019), tidy up language for consistency and clarity purposes, and to reformat the Regulations to the updated Regulations template.
30 April 2017	2.0	B2017/3 R22	Updated to reflect changes from Membership Engagement Committee Review and restructure.
27 October 2013	1.1	B2013/6 R6	Updated to reflect new governance model.
25 February 2012	1.0	GC2012/1 R45	New document.
NEXT REVIEW: 2025			