



## Regulation 3

# Regional and national committees of the college

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### 3. Regional and national committees of the college

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#### 3.1 Purpose

Pursuant to article 16 of the ANZCA Constitution.

The Australian regional committees (ARC) are elected bodies that act as a conduit between fellows and trainees in the regions as well as ANZCA Council (the governance body of the college) to which they report.

The ARC advises the ANZCA Council on issues of interest to the college and assist in implementing college policy in the regions. They represent the college and promote the specialty in the regions, develop and maintain relationships with key regional stakeholders, and have a role in training, continuing medical education and other professional activities at a regional or national level.

The New Zealand National committee (NZNC) undertakes a leadership role on issues that relate specifically to New Zealand and reports to ANZCA Council on ANZCA affairs in New Zealand. While ANZCA Council is the governance body for the entire college in both countries, the sovereign status of New Zealand is acknowledged and the importance of providing locally grounded advice to government in each of the college's countries is recognised.

#### 3.2 Roles

3.2.1 The roles of the ARC and NZNC are specified in the relevant terms of reference.

3.2.2 The terms of reference specify matters that are not the role of the ARC and/or NZNC. As the college is a legally incorporated educational and scientific body, matters related to remuneration for professional services and other industrial issues may not be negotiated by the ARC or the NZNC.

#### 3.3 Conduct

The ARC and NZNC will:

3.3.1 Conduct their affairs in accordance with the ANZCA constitution, regulations, terms of reference, college policies, ANZCA strategic plan, business plan and budget.

3.3.2 Seek advice from the ANZCA Council where issues of potential risk to the college are identified.

3.3.3 Seek advice from the ANZCA Council where issues arise which cannot be resolved by the regional or national committee.

3.3.4 Ensure any promulgated documents or statements reflect college policy.

3.3.5 Provide regular reports to the ANZCA Council as per the terms of reference.

## 3.4 Membership and Nominations

- 3.4.1 Every two years during February, every position within the ARC committees are up for re-election. Nominations for membership of each committee will be sought from fellows who reside in the relevant regions / country. Fellows must nominate for membership in writing, provide two nominators and consent to act if elected.
- 3.4.2 Membership should reflect the fellows from the region with gender, culture and diversity proactively considered.
- 3.4.3 The number of positions available will be guided by the number of fellows resident in the relevant regions on the closing date of election nominations. Committees may elect 'up to' the following members:
- Fewer than 50 fellows – up to five members
  - 51 to 75 fellows – up to six members
  - 76 to 100 fellows – up to seven members
  - 101 to 150 fellows – up to eight members
  - 151 to 200 fellows – up to nine members
  - 201 to 300 fellows – up to ten members
  - 301 to 400 fellows – up to eleven members
  - More than 400 fellows – up to twelve members.
- 3.4.4 If the number of fellows nominated for membership does not exceed the number of positions available on the committee, the names of all nominees will be forwarded to the ANZCA Chief Executive Officer (CEO) by the Committee Support Officer (CSO) and tabled at ANZCA Council for approval.
- 3.4.5 If the number of fellows nominated for membership exceeds the maximum number of positions available on the committee, an electronic ballot will be prepared. The names of nominees should be listed in alphabetical order according to surname.
- 3.4.6 If the number of fellows nominated for the membership is not reached, committees may co-opt to membership over the two-year period.
- 3.4.7 Members of each ARC committee will be appointed for two years and may be eligible for re-appointment. Fellows are permitted to serve on a regional or national committee as an elected member for 12 years, extensions require the approval of the ANZCA council. Time spent as an ex officio or co-opted member does not contribute towards the 12 years. Exceptions will only be granted in extenuating circumstances and a strong succession plan is an important governance role for the committee.

## 3.5 Elections

- 3.5.1 When an election is required, fellows from the relevant regions will be invited to participate in an electronic ballot during March-April. At the close of the election period, the electronic ballot tool automatically records an accurate record of the candidates' number of votes.
- 3.5.2 When there is a tied vote for two or more nominees where only one can be elected, the presiding Chair of the committee will exercise a casting vote, following the procedure in article 9 of the ANZCA Constitution. The CSO will forward the result of the ballot to the ANZCA CEO prior to the May meeting of the ANZCA Council for approval for membership for the following two years.
- 3.5.3 In the year of its election, new ARC and the NZNC will take office after the May meeting of the ANZCA Council.

## 3.6 Office Bearers, Co-opted Members and External Committee Representatives

- 3.6.1 At the first committee meeting following the May meeting of the ANZCA Council at which their membership is confirmed, each ARC committee will elect from its members office bearers and role holders by secret ballot.

- 3.6.2 If a majority is not secured in the first ballot, there will be an exhaustive ballot in accordance with Article 9 of the ANZCA Constitution. The Chair has a casting vote in addition to a deliberative vote where there is an equal number of votes.
- 3.6.3 Fellows may occupy more than one role if the membership is unmet. Similarly, all committee roles may be shared amongst several members if there is a vested interest in the role.
- 3.6.4 The office bearers (excluding the Chair), co-opted members and external committee representatives are not mandatory roles and are based on the region's capabilities and resources; one committee member may fulfil multiple roles.
- 3.6.5 Each committee may co-opt fellows of the college for special purposes based on the region's needs. Such members may attend committee meetings at the discretion of the Chair with voting rights.
- 3.6.6 External committee representatives may attend committee meetings to report on their committees without voting rights.

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The office bearers, co-opted members and external committee representatives consist of:

#### 3.6.7 Chair

The Chair serves one term of office which is a maximum of three years. The Chair will exercise the powers and duties as set out in this regulation and the terms of reference. The committee Chair provides the acknowledgement of country prior to the commencement of each meeting. This position has voting rights.

#### 3.6.8 A Deputy Chair

The deputy will act as proxy for the Chair, represent the committee at external meetings and Chair committee meetings as required. This position is not mandatory if the region does not have a sufficient fellow base for a Deputy Chair. This position has voting rights.

#### 3.6.9 Ex officio councillor members

Members of the ANZCA Council resident in Australia or New Zealand will be ex officio members of the regional or national committee in their region of residence and have voting rights.

#### 3.6.10 A Safety and Quality Officer

The safety and quality officer works with fellows to report and support safe clinical practice in anaesthesia and pain medicine. This position has voting rights.

#### 3.6.11 Education Officer

The Education Officer role holds three-year terms; if the Education Officer is not an elected committee member, they may be co-opted to the committee and have voting rights in both cases. The Education Officer nomination requires ratification by the Education Executive Management Committee. The role is outlined in regulation 37 and the ANZCA Handbook for Training.

#### 3.6.12 Deputy Education Officers

Each regional or national committee may nominate one or more Deputy Education Officers. The Deputy Education Officers hold three-year terms. Deputy Education Officers are not office bearers and will not have voting rights unless they are an elected committee member. They may be invited to the committee meetings at the discretion of the Chair. Nominations must be ratified by the Education Executive Management Committee.

#### 3.6.13 New Fellow

After the first meeting in May, each committee will invite applications from New Fellows admitted to the college by training and examination during the preceding three years.

The committee will invite the successful applicant to attend the meetings as a co-opted member. This position has voting rights.

3.6.14 Accreditation Officer

Each committee will elect from amongst its members (or co-opt to membership) an Accreditation Officer who will be a member of the ANZCA Training Accreditation Committee (TAC) and acts as an accreditation resource and liaison person with the regional/national committee (and in accordance with the terms of reference). This co-opted position has voting rights.

3.6.15 Indigenous member

Each committee may co-opt a member who identifies as indigenous as a representative from the region. This co-opted position has voting rights.

3.6.16 Trainee Committee representative

Each committee will have a representative (the Chair or a nominee) from the respective Trainee committee. The Trainee Committee Chair will be excused during discussion of an individual trainee's performance. The representative does have voting rights.

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3.6.17 Faculty of Pain Medicine (FPM) representative

Each committee will have a representative (the Chair or a nominee) from their respective FPM committee. If a region does not have a FPM committee, the FPM Board is approached for a representative. The representative does have voting rights.

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3.6.18 Anaesthesia Continuing Education (ACE) representative

Each committee may have a representative from an event organising committee for Anaesthesia Continuing Education (ACE) Conferences; this is in accordance with the ACE Handbook. In New Zealand, combined national meeting is overseen by the New Zealand Anaesthesia Education Committee. Governance arrangements and The Aotearoa New Zealand National Committee's role are detailed in the ACE Handbook. The representative does not have voting rights unless they are also an elected member.

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3.6.19 Australian Society Anaesthetists (ASA) representative

If the region has a local ASA committee, the committee may include a representative (the Chair or a nominee) of that committee. The representative does not have voting rights unless they are also an elected member.

3.6.20 Casual committee vacancies

Any vacancy which occurs during the term of the regional or national committee may be filled at the committee's discretion. Fellows who are appointed to fill vacancies will have voting rights.

**3.7 Voting**

3.7.1 Elected, ex officio and co-opted members have voting rights

3.7.2 External committee representatives do not have voting rights (i.e., FPM, ASA, ACE)

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3.7.3 Each voting member has one vote for each matter regardless of if they hold multiple roles on the committee

## 3.8 Meetings and reporting

- 3.8.1 Each ARC committee will meet a minimum of three times and a maximum of six times per calendar year which may consist of face-to-face, hybrid or virtual meetings. An extraordinary meeting may be called at the discretion of the committee.

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- 3.8.2 A quorum for each meeting will be a majority of voting members, noting that in committees with an even number of voting members, this is half plus one. If the number of members is less than a quorum, the committee may meet for discussion purposes only.
- 3.8.3 Questions arising at the meeting are decided by a majority of votes of voting members present, with abstentions not being counted in the total number of votes. The Chair has a casting vote in addition to a deliberative vote where there is an equality of votes.
- 3.8.4 For an electronic vote, questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.
- 3.8.5 The CSO will minute the meetings and forward a draft of the minutes to the Chair within one month of the meeting. A summary of the minutes will be forwarded to the Executive Officer, ANZCA Council when requested. The Chair of the regional committee will attend the ARC Chairs Committee meeting where the summary is tabled.
- 3.8.6 Each ARC committee will submit to the Chief Executive Officer, by 31 March each year, an annual update on the proceedings of the committee during the preceding calendar year. Attendance of elected members of each regional or national committee will be recorded in the annual report.
- 3.8.7 Each committee will provide a summary report or an overview of the committee activities at year end. The report will be disseminated to the committee members and utilised for college publications and council updates.

## 3.9 Regional and national offices

- 3.9.1 Administrative support will be provided to the committee by the CSO who will be from the relevant regional or national office.

| Version Control |  |             |                |   |
|-----------------|--|-------------|----------------|---|
| Version         | Author   | Reviewed By | Approved by    | Changes   |
| 1               |  | Council     | October 2004   |   |
| 2               |  | Council     | November 2012  |   |
| 3               |  | Council     | November 2017  |   |
| 4               | Regional Committees, Melanie Roberts               | Council     | September 2022 | Full revision                                       |
| 5               | Regional Committees, Melanie Roberts, Jan Sharrock | Council     | February 2023  | Changes as per Council feedback from September 2022 |

*Note: Dates in italics flag the dates of recent changes to the regulation, for example, 10/04 indicates a change made to the above paragraph in October 2004.*