



**RANZCO**

The Royal Australian  
and New Zealand  
College of Ophthalmologists

# Continuing Professional Development Committee Terms of Reference

**Approved by:** Board

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**RANZCO**  The Royal Australian  
and New Zealand  
College of Ophthalmologists  
THE MEDICAL EYE SPECIALISTS

## 1. TITLE

The Continuing Professional Development (CPD) Committee.

## 2. TYPE

The Committee is a standing committee of the College.

## 3. PURPOSE

The Committee is established as a College standing advisory Committee under paragraph 86 of the Constitution.

The Committee provides advice and assistance regarding RANZCO's CPD program directly to the RANZCO Board. The Board may refer matters to the CPD Committee for comment, advice and / or implementation.

The Chair of the CPD Committee is invited to the QEC meetings as an attendee. The Chair of the QEC is invited to CPD Committee meetings as an attendee.

### ***Sub-committees/groups reporting to CPD Committee***

CPD Audit Working Group

## 4. MEMBERSHIP

The membership shall include the President as ex-officio member, QEC Chair and at least eight members, comprising Fellows with sufficient expertise to provide advice on the major special interest areas and to represent each branch and senior Fellows group.

Ideally the Chair is to be elected by and from the members of the Committee, or if no suitable candidate is identified by appointment through the Board, and is subject to Board approval.

Nominations are considered and appointments made by the Board following calls for expressions of interest for membership of the Committee.

Ideally, Committee members (including the Chair) will remain in the position for a term of 3 years, with the option of up to 3 further one-year terms.

In the event that the Chair is unable to continue the position as Chair due to resignation or any other reason, the Committee should elect from its membership a Chair to fill the vacancy for the duration and completion of the remaining term, and inform the Board accordingly. If no one is available to take up the Chair from current members the Committee may co-opt a Fellow for this purpose and seek endorsement from the Board.

Any vacant non-Chair positions may be filled on a casual basis with consent of the Committee members for the remainder of the term.

## 5. QUORUM

Half the number of members (or as otherwise determined by the Board) must be present in person or on tele/video conference for any determination to be made or business transacted by the Committee. The Chair need not be present to form a quorum and may assign a proxy.

## 6. MEETINGS, MINUTES AND REPORTS

The Committee will meet at least once a year, face to face, ideally at the Annual Scientific Meeting. Additional meetings may be arranged via teleconference. Committee decisions may also be made out-of-session if majority support is reached. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled Committee meeting.

Secretariat support will be provided by the College.

Only members have voting rights. If voting is tied, the Chair will have the deciding vote.

Minutes of meetings must be recorded and sent within 14 days for agreement by members. Any recognised or potential conflict of interest is to be declared and recorded in the minutes.

All formal correspondence with other parties should be conducted through the College.

## 7. SCOPE

The Committee may:

- Inform and develop policies and guidelines
- Establish sub-committees or working groups
- Recommend projects for the College to undertake
- Review and recommend the amendment of strategic priorities, purpose and/or objectives of the Committee in alignment with College Strategy.

The Committee may not:

- Approve expenditure
- Initiate any medico-political action or communication orally or in writing any information on any such matter to any person or public authority

## 8. RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Attend Committee meetings and actively participate in discussion.
2. Read Agenda papers and Minutes of meetings.
3. Keep matters relevant to individual Fellows or specific cases of patient care confidential; and maintain confidentiality on matters of importance or that can affect the interests of RANZCO and/or the speciality of ophthalmology.

4. Act with care and diligence and in the best interests of the Committee and RANZCO.
5. Keep abreast of key issues, including bi-national & international developments that may impact on the work and areas of responsibility of the Committee.
6. Dedicate time outside of Committee meetings to undertake Committee-related activities such as drafting of documents, research, provision of advice and others as required.
7. Assist in the development of relationships with College partners and stakeholders

Committee members' appointment shall cease if they:

- Resign from the Committee in writing
- Fail to attend 3 consecutive meetings
- Breach confidentiality
- Act in a manner that is detrimental to the interests and objectives of the Committee or College
- Are deemed by the Board to be consistently underperforming.

## 9. COMMITTEE PERFORMANCE AND REVIEW

A report of the key objectives and achievements of the Committee for the previous financial year is to be provided by the Chair to the Board by 31 July each year for potential inclusion in the College's Annual Report. A plan for the year ahead noting key objectives is to be provided at the same time.

The Committee Chair shall also report to the Board by 31 July each year on the adequacy of contributions made by members.

The template reporting form is at **Attachment A**.

The Terms of Reference shall be reviewed every three years or as otherwise directed by the Board.

## Attachment A: Annual Committee Reporting Form

Committee Title: \_\_\_\_\_

Chair: \_\_\_\_\_ Year: \_\_\_\_\_

1. Key objectives at year start:
2. Key achievements at year end:
3. Have members' contributions been adequate? List key contributions by members.
4. Further comments (e.g. underperformance by members):
5. Plan for the new year, noting key objectives:

Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_