



RANZCO

The Royal Australian
and New Zealand
College of Ophthalmologists

Diversity and Inclusion Committee Terms of Reference

The terms of reference stipulates the requirements and processes the Diversity and Inclusion Committee shall adhere to in order to accomplish its stated purpose or goal.

Approved by: Board

Next review: November 2020

Approval date: November 2017

Version: 1.2

1. TITLE

Diversity and Inclusion Committee

2. PURPOSE

The aim of the RANZCO Diversity & Inclusion Committee is to engage a broader community of individuals in RANZCO's activities, recognising that the Ophthalmology environment requires input and analysis from a variety of voices, vantage points, and expertise from different geographies, backgrounds, disciplines and dimensions.

The Diversity & Inclusion Committee will:

- foster a shared vision of embracing diversity across all areas of the College
- assist in building a welcoming, inclusive and safe environment that enables the College to attract and retain the best Fellows, Trainees, Associates and employees
- increase the diversity of the College membership and leadership to better reflect the diversity of the community in which RANZCO operates
- build a culture that enables all Fellows, Trainees, Associates and employees of RANZCO to reach their full potential and create a true sense of inclusive collegiality

3. DIVERSITY AND INCLUSION DEFINITIONS

The Diversity and Inclusion Policy defines diversity and inclusion, with specific reference to RANZCO and the Ophthalmology environment.

4. ROLE & RESPONSIBILITIES

The Diversity and Inclusion Committee has been formed under the direction of the RANZCO Board.

The purpose of the Committee is to provide to the RANZCO Board, Council and Committees with expert advice on leading diversity and inclusion practice.

The Diversity and Inclusion Committee will assist the Board to discharge its responsibility for delivering diversity and inclusion across RANZCO by:

- Setting the direction and advising the Board on diversity and inclusion objectives, policy, strategy, goals and outcomes, and ensure a coordinated approach to implementation
- Providing training and guidance to the Board on diversity and inclusion, and in identifying Champions of Change, where appropriate
- Monitoring the latest research on diversity and inclusion and ensuring best practice is applied
- Giving consideration to nominations for positions on the RANZCO Board, Council and Committees, based on adherence to RANZCO's Diversity and Inclusion Policy, in conjunction with the Nominations Committee
- Undertaking an annual review of the composition of the Board, Council and Committees and make recommendations on appropriate training and education initiatives

- Assisting with Director Induction in conjunction with the Nominations Committee and Company Secretary. The Committee also assists with the review of the Director's Induction Pack
- Monitoring progress towards achieving the College's commitment to eliminating discrimination in all its activities as a research, education, training and advocacy body
- Receiving and reviewing regular reports that relate to RANZCO's commitment to diversity and inclusion
- Engaging in dialogue to promote diversity in all the organisations RANZCO has dealings with
- Advising on education initiatives for Fellows, Trainees, Associates, employees and members of the collaborative eye care team, when available
- Periodically reviewing RANZCO's Terms of Reference, By Laws and Policies to ensure appropriate coverage of issues relating to diversity, inclusion, discrimination, bullying and harassment, including the Diversity and Inclusion Policy.

The Diversity and Inclusion Committee will develop an annual action plan covering areas including leadership support, assessment, communication and professional development.

5. MEMBERSHIP

The Diversity and Inclusion Committee comprises:

- Up to four Directors
- The Chair of the Younger Fellows' Advisory Group
- The Chair of the Senior and Retired Fellows' Group
- The Chair of the Women in Ophthalmology Advisory Group
- The Censor-in-Chief
- Up to two Fellows
- One Lay person
- Up to two RANZCO Trainee Associates

Female members must comprise a minimum of 35% of the Committee.

The Chair is to be elected by the Committee members, subject to Board approval.

A call for expression of interest is conducted to seek members and appointments are made by the Board, with recommendations from the Nominations Committee. All calls for expressions of interest must include a reminder that RANZCO is committed to ensuring diversity and inclusion and encourages all eligible Fellows (and Trainees, if appropriate) to apply.

Consideration should be given to the individuals understanding of the Diversity and Inclusion Policy, past leadership roles and willingness to commit time to the role, including presenting at the Annual Scientific Congress and Branch meetings, where appropriate.

A quorum is four members of the Committee.

The Committee is supported by the RANZCO Company Secretary.

The Committee may invite additional members in an advisory capacity, such as an HR expert etc. and RANZCO staff as required.

6. TERMS OF MEMBERSHIP

The Chair and any members shall step down if they:

- Breach confidentiality
- Act in a manner that is detrimental to the interests and objectives of RANZCO

Terms are for two (2) years with three (3) subsequent one (1) year terms, subject to voting.

7. MEETINGS

The Diversity and Inclusion Committee meets annually face-to-face at the RANZCO Scientific Congress and convenes via email and teleconference as is required.

As recommendations rather than decisions are made by the Committee, there are no guidelines on voting.

8. REVIEW

The Diversity and Inclusion Committee shall engage in a reflective, self-evaluation process to improve its effectiveness.

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

The performance of the Chair will be appraised:

- One year after his or her initial appointment:
 - The Chair will undertake a self-assessment of his or her performance in the role, and provide a report to the Diversity and Inclusion Committee by a specified date.
 - At the same time, the Diversity and Inclusion Committee will undertake an assessment among its members of the performance of the Chair.
 - Both reports will be presented for discussion at the first Diversity and Inclusion Committee meeting following their submission.
 - If, at that meeting, the Chair indicates that he or she will seek a subsequent one year term, the Diversity and Inclusion Committee will make a recommendation endorsing or recommendation against a subsequent term to the Board.

- If the Board accepts the recommendation that the term of appointment not be extended, notice of the impending vacancy will be given.
- Mid-way through a subsequent one year appointment.

Related Documents:

Diversity and Inclusion Policy

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: _____