



**RANZCO**

The Royal Australian  
and New Zealand  
College of Ophthalmologists

# Younger Fellows Advisory Group

## Terms of Reference

*The terms of reference stipulate the requirements and processes the Younger Fellows Advisory Group shall adhere to in order to accomplish its stated purpose.*

**Approved by:** CEO  
**Approval date:** October 2017

**Next Review:** October 2020

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## **1. TITLE**

The group shall be known as the Younger Fellows Advisory Group.

## **2. MANDATE**

The Group is a standing Group of the College.

## **3. PURPOSE**

To represent the Younger Fellows of RANZCO (Fellows in their first ten years since admittance) and to develop services and resources which are needed by these Fellows. There is also an aim to organise both a social and professional program at the Annual Scientific Meeting and at Annual Branch Meetings where possible. The Chair represent the Group and the Fellowship segment it comes from at Council. The Deputy Chair can represent in the absence of the Chair.

## **4. MEMBERSHIP AND APPOINTMENT**

There is no limit on the number of members in the Younger Fellows Advisory Group. There is an aim to have a geographical spread across Australia and New Zealand to ensure the best possible representation across the Fellowship.

Ideally the Chair and Deputy Chair should be elected by and from the members of the Advisory Group, or if no suitable candidate is identified, by appointment through the Board. All appointments are subject to Board approval.

Ideally, Group members (including the Chair and Deputy 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 in their position the Deputy Chair to fill the vacancy for the duration and completion of the remaining term, and inform the Board accordingly. If the deputy Chair is unavailable, any other Group member will take on the position of Chair and inform the Board accordingly. If no Group member is available, the Group may, by majority vote, co-opt a Fellow onto the Group to serve as Chair, so long as this person is endorsed by the Board.

The Group is committed to achieving a minimum of 35% female membership.

## 5. QUORUM

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

## 6. MEETINGS, MINUTES AND REPORTS

The Group will meet at least once a year, face to face, ideally at the Annual Scientific Meeting. Additional meetings may be arranged via teleconference. Group 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 Group meeting.

Secretariat support will be provided by the College.

Only members have voting rights. In the instance of a tied vote, the members should be encouraged to continue discussions to reach an outcome. The Chair do not hold a 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 Group may:

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

The Group 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 GROUP MEMBERS

Members are expected to:

1. Attend Group 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 specialty of ophthalmology.
4. Act with care and diligence and in the best interests of the Group 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 Group.
6. Dedicate time outside of Group meetings to undertake Group-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

Group members' appointment shall cease if they:

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

## 9. GROUP PERFORMANCE AND REVIEW

A report of the key objectives and achievements of the Group 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 Group 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 Group Reporting Form

Group 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: \_\_\_\_\_