



RANZCO

The Royal Australian
and New Zealand
College of Ophthalmologists

Diversity and Inclusion Committee Terms of Reference

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

Appointment under these Terms of Reference may only be accepted by completion and return of the *Appointment Acknowledgment and Agreement* section on the final page.

Approved by: Board

Next Review: July 2021

Approval date: July 2018

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1. TITLE

Diversity and Inclusion Committee

2. MANDATE

The Committee is not a standing Committee.

3. PURPOSE

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.

The aim of the RANZCO Diversity and 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 and 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

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

4. MEMBERSHIP AND APPOINTMENT

The membership shall include:

- The Vice President in an ex-officio capacity
- The Censor-in-Chief in an ex-officio capacity
- The Dean of Education in an ex-officio capacity
- The Chair of the Younger Fellows' Advisory Group in an ex-officio capacity
- The Chair of the Senior and Retired Fellows' Group in an ex-officio capacity
- The Chair of the Women in Ophthalmology Advisory Group in an ex-officio capacity
- Up to two Fellows who hold a three-year term with the option of up to three further one-year terms
- One Lay person who holds a three-year term with the option of up to three further one-year terms
- Up to two RANZCO Trainee Associates who hold a three-year term with the option of up to three further one-year terms

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

Other than ex-officio members, all other members are appointed to the Committee by the Board/CEO after a call for Expressions of Interest has been undertaken. 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.

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. If the Chair is unable to continue the position as Chair, 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.

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

The Committee is supported by the RANZCO Company Secretary.

4. 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.

5. MEETINGS, MINUTES AND REPORTS

The Committee will meet as required and, at least once a year; ideally face to face at the Annual Scientific Congress.

Only members have voting rights. The Chair will NOT have the deciding vote in a tied decision, so discussion must continue until a clear majority decision is reached. Committee decisions may 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.

Minutes of meetings must be recorded and sent within 14 days for agreement by members.

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

6. SCOPE

The Committee may:

- List what the Committee can/should do

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

Members are expected to:

- Attend Committee meetings and actively participate in discussion.
- Read Agenda papers and Minutes of meetings.
- Keep matters relevant to the role of the Committee and maintain confidentiality on matters of importance or that can affect the interests of RANZCO and/or the specialty of ophthalmology.
- Act with care and diligence and in the best interests of the Committee and RANZCO.
- Keep abreast of key issues that may impact on the work and areas of responsibility of the Committee.
- Dedicate time outside of Committee meetings to undertake Committee-related activities, as required.
- Assist in the development of relationships with College partners and stakeholders.

Committee members' appointment shall cease if they:

- Resign from the Committee in writing.
- 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.
- Breach the Code of Conduct.
- Breach the Conflict of Interest Policy.

9. CONFIDENTIALITY

All Inclusion Committee materials, documents, deliberations, discussions, case notes, file notes, minutes and communications, undertaken or prepared by Committee members in connection with Committee activities or disclosed to a Committee member in connection with those activities are strictly confidential (Confidential Information). Confidential Information may only be used by a Committee member for and in connection with authorised Committee activities during the term of the appointment of the member and must not be disclosed by a Committee member to a non-Committee member without express Committee approval.

Where Confidential Information is to be disclosed to a non-member, such disclosure must be on agreed terms approved by the Chair and restricted to a specific purpose and specified duration.

All Confidential Information held by a Committee member must be securely destroyed or returned to the Diversity and Inclusion Committee upon conclusion of the appointment.

10. UNAUTHORISED COMMUNICATION

Communicating about Committee matters to those outside the Committee without the express endorsement or permission of the CEO or Board is referred to as unauthorised communication. Committee members must be cognisant of their implied authority to

‘speak’ on behalf of the Committee or RANZCO when communicating to non-Committee members about issues pertaining to the Committee. This is because unauthorised communication may damage the reputation of RANZCO and give rise to liability on the part of the College.

When communication is necessary with stakeholders other than those normally engaged in the course of Committee activities, i.e. relevant government departments, other colleges, key stakeholder groups, the Chair of the Committee must seek approval from RANZCO’s CEO before undertaking communication.

Under no circumstances shall the Committee or any of its members conduct any unauthorised communication (written or oral) concerning any proposed or current legal action or political lobbying.

All media communications (print, electronic, radio, television etc) must be coordinated by the RANZCO Manager of Communications.

Where a Committee member makes representations to the media in their personal capacity, the Committee member must take all reasonable steps to ensure that the representations are not attributed to or taken to be endorsed by RANZCO.

11. CONFLICT OF INTEREST

Conflicts of interest arise when an individual prioritises, or gives equal weight to, a secondary interest over a primary interest. Where conflicts of interest exist, or are perceived to exist, they undermine the credibility, reputation and efforts of the College, its committees and its work. As such, all Diversity and Inclusion Committee members must strictly comply with the Conflict of Interest Policy while engaged in Committee activities.

All Committee members must complete the declaration form in the Conflict of Interest Policy and all Committee meetings must begin with the declaration of relevant interests and the management of any relevant conflict of interest in accordance with the Conflict of Interest Policy.

12. DIVERSITY AND INCLUSION

Diversity and Inclusion Committee members shall be appointed having consideration to the aims and intent of the RANZCO Diversity and Inclusion Policy and RANZCO’s commitment to achieving a goal of 35% female representation on all committees and leadership bodies. Individual Committee members shall have regard to the aims and intent of the RANZCO Diversity and Inclusion Policy and adopt an inclusive approach to all Committee and RANZCO-wide activities.

13. CODE OF CONDUCT

The RANZCO’s Code of Conduct (the Code) reflects RANZCO’s values, the College Oath and prevailing community expectations concerning the practice of ophthalmology. The Code has been adopted by the RANZCO Board to ensure the highest standards of

ophthalmic practice and care by RANZCO members. As a condition of RANZCO membership, all members must abide by the Code at all times, including when conducting activities as a member of the Inclusion Committee.

These Terms of Reference are RANZCO policy. To meet the Code's required Standard of Collegiality, members of the Committee must not engage in conduct that represents a serious breach of RANZCO policy. Alleged breaches of the Code shall be determined in accordance with the Code of Conduct Procedure Policy.

Where a Committee member makes representations to the media in his/her personal capacity, the Committee member must take all reasonable steps to ensure that the representations are not attributed to or taken to be endorsed by RANZCO.

14. 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.

15. SUPPORTING DOCUMENTS

RANZCO Code of Conduct

RANZCO Conflict of Interest Policy

Appointment Acknowledgement and Agreement for the Diversity and Inclusion Committee

To confirm your appointment under these Terms of Reference, please specify your full name, sign and date where indicated below and return.

I, the undersigned, agree and state upon acceptance of the appointment that:

- I will comply with these Terms of Reference (as amended or replaced);
- Compliance with these Terms of Reference is a condition of my ongoing appointment;
- I am not subject to any perceived or real conflict of interest with the activities of the Inclusion Committee at the date of appointment; and
- A breach of these Terms of Reference may constitute a serious breach of College Policy under the Code of Conduct.

Print name: _____

Signature: _____ Date: _____

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: _____