

# THE ROYAL AUSTRALIAN AND NEW ZEALAND COLLEGE OF RADIOLOGISTS

## Branches



The Royal Australian  
and New Zealand  
College of Radiologists\*

### TERMS OF REFERENCE

<b>Name</b>	<b><i>Australian and New Zealand Branches</i></b>	
<b>Type</b>	Standing Committee <input type="checkbox"/> Advisory Committee <input type="checkbox"/> Steering Committee <input type="checkbox"/>	Working Group <input type="checkbox"/> Special Interest Group <input type="checkbox"/> Forum <input type="checkbox"/>
<b>Date</b>	Ratified by the College Board of Directors at the meeting on	
<b>Review/ cessation date</b>	<b>Review</b> <input type="checkbox"/> Date: <b>January 2013</b>	<b>Cessation</b> <input type="checkbox"/> Date
<b>Aim</b>	The Branches are governed by the College's Constitution which describe the establishment and structure of the Branch Committee	
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. Facilitate communication with and between members.</li> <li>2. Facilitate interaction between members and develop opportunities to further develop their education as part of Continued Professional Development (CPD).</li> <li>3. To represent the professional, educational and political interests of radiologists and radiation oncologists at all levels within the Branch.</li> <li>4. Provide a conduit of information to and from Branch members with the College Board of Directors via the elected Directors and the Communications and Membership Portfolio Committee.</li> </ol>	
<b>Scope</b>	<p>Branch Committees are formed in accordance with the College's Constitution. Each Branch is entitled to be autonomous in matters relating to the Branch however the Branch Committee may not make any rule which is inconsistent with the Memorandum of Association, the Constitution or any by-laws in accordance with the Constitution.</p> <p>Copies of any rules made by a Branch (and any amendments to those rules) are to be sent to the College Board of Directors and shall only take effect when approved by the Board of Directors.</p> <p><b>Establishment of Branches</b></p> <p>A Branch shall consist of Members of the College resident in:</p> <ol style="list-style-type: none"> <li>(a) that State of Australia;</li> <li>(b) the Australian Capital Territory; or</li> <li>(c) New Zealand.</li> </ol> <p>Where a Member resides in Australia but not within the areas nominated, the Board of Directors shall determine the Branch to which that Member shall be deemed to be attached for the purpose of the administration of the College. A Member may belong to only one Branch.</p> <p>The formation of a Branch or any variation to the boundaries of an</p>	

existing Branch shall require the approval of the Board of Directors.

### **Branch Committees**

- Each Branch shall have its own Branch Committee consisting of at least five Fellows and/or Life Members who reside within the boundaries of the Branch. The Branch Committee shall be elected by the Fellows and Life Members of the respective Branches at a meeting held annually for that purpose. (Except those who have moved onto a 2 year election process, then a confirmation would only be required).
- That annual meeting shall be held not later than 31 August and the members of the Branch Committee so elected shall hold office from 1 January of the year following their election.
- The term of office and method of election of officers of the Branch shall be determined by the Members of the Branch Committee, except that no person shall occupy the position of Branch Education Officer for more than seven years.
- The Branch Committee shall be entitled to make such rules as it may deem necessary for the proper conduct of its affairs. The Branch Committee may not, however, make any rule which is inconsistent with the Constitution.
- A copy of any rules made by a Branch (and any amendments to those rules) shall be forwarded promptly to the Board of Directors and shall only take effect when approved by the Board of Directors.
- A Branch Committee shall include a:
  - a) Branch Chairperson;
  - b) Branch Honorary Secretary;
  - c) Branch Honorary Treasurer; and
  - d) Branch Education Officer
- Advice of the election of Branch Committee members shall be communicated to the Secretary as soon as the appointments have been made.
- Each Branch shall supply to the Board of Directors, annually:
  - a) Branch Chairperson's Report\*
  - b) Branch Treasurer's Report\*

\*These reports shall be provided to the Secretary by 31 October in each year.

- The President for the time being, by virtue of that office, shall be ex-officio a member of his or her Branch Committee.
- Branch Committees shall comply with any by-laws made by the Board of Directors from time to time.
- A Branch or Branch Committee has no authority to represent or bind the College other than in accordance with by-laws made by the Board of Directors from time to time or with the express authority of the Board of Directors.

<b>Reporting arrangements</b>	<p>Australian Branch Committees shall report to the College Board of Directors through the Communications and Membership Portfolio Committee.</p> <p>The New Zealand Branch Committee shall report directly to the College Board of Directors.</p> <p>Branches shall supply the College Board of Directors with a Branch Chairperson's and Treasurers report by 31 October in each year.</p>
<b>Liaison and links</b>	<ul style="list-style-type: none"> <li>• Communications and Membership Portfolio</li> <li>• Board of Directors</li> </ul>
<b>Funds</b>	<p>The Branch may request funding to assist with carrying out its activities within the Treasurers annual report submission to the College Board of Directors. Branch funding is determined by the College Board of Directors at its last meeting of the year.</p> <p>The Branch may collect funds from external sources to assist with carrying out the activities of the Branch unless otherwise specified by the College Board of Directors.</p> <p>Branch funds remain the property of the Branch. However, in the event of the dissolution or temporary suspension of activities of the Branch, all monies shall be transferred to the College Board of Directors for the use of all members.</p>
<b>Membership</b>	<p>A Branch consists of College members who reside within the States of Australia, the Australian Capital Territory or New Zealand.</p> <p>A Branch Committee consists of at least five Fellows and/or Life Members who reside within the boundaries of the Branch. Branch Committee members are elected annually by the Fellows and Life Members of the Branch.</p> <p>A Branch Committee shall include a:</p> <ol style="list-style-type: none"> <li>a) Branch Chairperson;</li> <li>b) Branch Honorary Secretary;</li> <li>c) Branch Honorary Treasurer; and</li> <li>d) Branch Education Officer/s</li> </ol> <p>Following the results of the Branch election advice on the appointed members is to be communicated to the College Office by August of each year.</p> <p>The President shall be an ex-officio member of his or her Branch Committee. College Council members shall also be ex-officio members of his or her Branch Committee.</p>
<b>Committee &amp; Board Representation</b>	<p><b><u>Branch Chairperson</u></b></p> <p>The Branch Chairperson becomes:</p> <ul style="list-style-type: none"> <li>• A member of the Communications and Membership Portfolio Committee; and</li> </ul> <p><b><u>Radiology Branch Education Officer (BEO)</u></b></p> <p>The Radiology Branch Education Officer becomes:</p> <ul style="list-style-type: none"> <li>• A member of the Radiology Training Committee</li> </ul>
<b>Meetings</b>	<p>Branch Committee shall engage in meetings and/or teleconferences as required. It is envisaged that a minimum of one face to face</p>

	<p>meeting will be held each year.</p> <p>Staff of the College may attend Branch meetings from time to time, or as requested by the Chairperson of the Branch. The Chairperson may invite attendees from outside the Branch Committee from time to time.</p> <p>The proceedings of meetings shall be recorded in minutes.</p>
<b>Quorum</b>	A quorum shall be a 50% majority of the Committee.
<b>Election / Nomination/ Recruitment of members process</b>	<p>Each Branch shall hold an annual meeting not later than 31 August for the purposes of appointing the members of the Branch Committee whom shall hold office from 1 January of the year following their election.</p> <p>The term of office and method of election of officers of the Branch shall be determined by the Members of the Branch Committee, except that no person shall occupy any one role within the Branch Committee for more than seven years.</p>
<b>Responsibilities of committee members</b>	<p><b>Public Activity/External Representation</b></p> <p>The Board of Directors is the only body authorised to make public statements. All official liaison and reporting to external bodies is to be done through the College Board of Directors or CEO.</p> <p>From time to time Branch Chairs may be approached asked to sit on or source a suitable representative to take part in Committees from external organisations some of which could be related to:</p> <ul style="list-style-type: none"> <li>• Area Health Boards or Hospital radiology and radiation oncology employment interview panels.</li> <li>• Health Department Committees</li> </ul> <p><b>Conflict of Interest</b></p> <p>Any recognised or potential conflict of interest is to be declared and recorded in the minutes / reports of the committee.</p> <p><b>Disputes</b></p> <p>Disputes which cannot be satisfactorily resolved within the Committee will be referred to the President via the CEO.</p> <p><b>Meeting attendance</b></p> <p>All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting.</p> <p><b>Confidentiality</b></p> <p>Committee members must keep matters relevant to individual Fellows or specific cases of patient care confidential. Committee members are required to maintain confidentiality on matters of importance to The Royal Australian and New Zealand College of Radiologists, and on matters that can affect the interests of the Faculty, RANZCR and the specialty of radiology.</p> <p><b>Conduct</b></p> <p>Members of committees are required to:</p> <p><u>General:</u></p> <ol style="list-style-type: none"> <li>1. Attend committee meetings and actively participate in discussions at these meetings.</li> <li>2. Read Agenda papers and Minutes of meetings.</li> <li>3. Act with care and diligence and in the best interests of the Branch and RANZCR.</li> <li>4. Keep abreast of key issues, including bi-national and</li> </ol>

international developments that may impact on the work and areas of responsibility of the committee.

5. Dedicate time outside of committee meetings to undertake activities on behalf of the committee, such as drafting of documents, research, and provision of advice as required.
6. Assist in the development of relationships with College partners and stakeholders

#### Membership

- Assist with assessment and approval of membership applications relating to Educational Affiliates.
- Review and assess applications relating to College Honours and Awards.

#### Communications

- Ensure that appropriate communication channels are in place for the provision of feedback with respect to Branch issues.
- Prepare reports, provide information or promote the activities of the Branch to the membership.
- Communication with Branch Fellows;
- Coordinating feedback to Branch Fellows.
- For publication within College documents including the newsletter, website and Annual Report.

#### Training and Accreditation (within the parameters established by the College's Radiology Training Committee)

- Through the BEO:
  - Assisting in accreditation site visits (Branch Education Officer and/or other Branch nominated and trained Fellows);
  - Assisting in interviews/assessment of Overseas Trained Specialists (through appropriately trained Fellows).
  - Approve doctors eligible for admission to Fellowship as directed by the Radiology Training Committee and Radiation Oncology Training Committee.
- Coordinated selection of trainees (currently NZ Branch Only);
- Organisation and operation of training networks and rotations;
- Delivery of training and state based education programs;
- Develop and maintain communication with Directors of Training and Heads of Departments;
- If Branches agree to participate in medical career day events or medical expos the Branch is to coordinate appropriate Branch representation.
- Interacting/negotiating with state and territory health departments in relation to education and training issues.

#### Post Fellowship

- Provision of CPD through monthly/annual professional and scientific meetings (if possible, including arrangements which promote attendance and collegiality).

#### Economic Affairs and Workforce

- Interacting/negotiating with state and territory health departments in relation to workforce issues.

#### **Contact**

**Secretariat Staff for Branch liaison:**

***Information***

New Zealand Branch

- New Zealand Manager

Australian Branches

- Director, Communications and Membership Portfolio
- Committees & Administration Assistant, Communications and Membership Portfolio