

# Position Description

## President-Elect



### Background

The Board ('Board') of The Royal Australian and New Zealand College of Psychiatrists ('RANZCP') is the governing body of the College. It has statutory responsibilities in accordance with the Corporations Act 2001, the Australian Charities and Not-for-Profits Commission ('ACNC') Act 2012, the College's Constitution and its Regulations. It is elected in accordance with the College's Constitution and Board Election Regulations, with each member being a Director of the Company.

The Board is responsible for all matters relating to the strategic direction, policies, practices, and operations of the College.

### 1. RESPONSIBILITIES/ROLE

- a) Be a member of the Board and hold a position as a Director of the College.
- b) Chair the Members' Advisory Council, Awards and Recognition Committee, Psychiatry Interest Forum Advisory Group, and any other committee as determined by the President, in consultation with the Board.
- c) As a Company Director, ensure the College is in a sound financial position, and complies with the governance and legal requirements of the Corporations Act 2001, ACNC Act 2012, and the Australian Securities and Investments Commission ('ASIC').
- d) Attend and participate in meetings of the Board, attending at least 75% of meetings, the Members' Advisory Council, the Annual General Meeting and other College meetings, as required.
- e) Provide oversight and timely advice to the Board on broad issues involving the College, and any committees that they Chair.
- f) Provide advice and support the President and Board to inform Board decisions.
- g) Understand the responsibilities of the President and be able to perform these duties in the President's absence or as delegated.
- h) As required, represent the RANZCP at events and key stakeholder meetings bi-nationally and internationally.

### 2. GENERAL DUTIES

- a) Encourage and support communication across College committees, Branches, Faculties and Sections where required.
- b) Represent and liaise with appropriate stakeholders on behalf of the College as delegated by the Board and/or President.
- c) Comment on media matters delegated to them by the President or Board, in accordance with the College's Media and Communications Policy.
- d) Be familiar with the Constitution, the ACNC Act 2012, the Corporations Act 2001, and specifically understand the obligations of a Company Director.
- e) If a casual vacancy arises in the position of President, assume the role of President (as per the College's Constitution).
- f) Attend conferences, workshops and meetings as required.
- g) Complete the Australian Institute of Company Directors' (AICD) course or the New Zealand Institute of Directors' Course (if not completed previously), or an appropriate equivalent course as approved by the College.

### **3. SELECTION CRITERIA/QUALIFICATIONS**

- a) Fellowship of the RANZCP for a minimum of 5 years.
- b) Meets the basic requirements for a director of a company, incorporated under the Corporations Act 2001.
- c) Board Director experience on a Board regulated under the Corporations Act, ACNC or ASIC in Australia or their equivalent in Aotearoa New Zealand, or a demonstrated understanding of the duties and responsibilities of boards and directors.

### **4. DESIRABLE QUALITIES**

- a) Excellence in an area of psychiatry practice/expertise.
- b) The ability to act with reasonable care, skill and diligence.
- c) An ability to contribute to policy development and organisational decision making.
- d) Strong leadership experience.
- e) Previous experience and involvement leading College Committees.
- f) Broad knowledge of all aspects of the College's structures and processes.
- g) Articulate and comfortable with public speaking and managing meetings.
- h) Hold respect of peers, with demonstrable excellence in education and training in Psychiatry as outlined in curriculum vitae.
- i) Completion of relevant governance education.

### **5. ELECTION PROCESS**

Refer to the Board Election Regulations.

### **6. TERM**

2 year term commencing at the conclusion of the Annual General Meeting. Following which, the President Elect will assume the President position for a 2 year term.

### **7. VOTING RIGHTS**

A full voting member of the Board, and any other College Committees that they are a member of (other than those positions held as a co-opted member or observer).

### **8. INTERNAL RELATIONSHIPS**

The President-Elect will be required to establish and maintain relationships with the Board, the CEO, Company Secretary, College membership, College committees and staff. The Board may request the incoming President-Elect to vacate any College position to meet the requirements of the role.

### **9. EXTERNAL RELATIONSHIPS**

The President-Elect will be required to establish and maintain relationships across a range of external stakeholders, in Australia, Aotearoa New Zealand and internationally.

### **10. REVIEW**

This Position Description shall be reviewed every 2 years, or as required.

## ASSOCIATED DOCUMENTS

- Corporations Act 2001
- ACNC Act 2012
- RANZCP Constitution; Media and Communications Policy; Code of Conduct; Code of Ethics; Conflict of Interest Guideline; Conflict of Interest Register; Risk Management Policy; Risk Register; Delegation of Authority Guideline; Travel and related expenses Guideline; Expense Claim Form; and College website
- Deed of Undertaking in Relation to Confidentiality and Conflict of Interest
- Board Regulations; President and Elected Director Position Descriptions
- Board constituent committees' Regulations and related Position Descriptions; President Meeting Regulations; and other relevant committee Regulations and Position Descriptions
- Board Election Regulations; and Board Election Campaign Activities Policy
- RANZCP Board Induction Manual.

## Revision Record

<b>Contact:</b>	<b>Company Secretary</b>		
<b>Authorising Body:</b>	Board		
<b>Responsible Committee:</b>	Corporate Governance and Risk Committee		
<b>Document Code:</b>	PD President-Elect Position Description		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
17 November 2012	1.0	GC2012/4 R55	New document.
29 May 2013			Effective date
30 April 2017	1.1	B2017/3 R27	Updated to include a role overview, reference to the ACNC Act, Board Election Regulations, President's representative, Board Election Campaign Activities Policy, COI Guideline and Board COI Register
6 July 2018	1.2	Senior Manager, Governance	Updated to reflect the change of name of various governance documents and including the RANZCP Foundation Committee.
12 November 2020	2.0	B2020/OOS R50	Updated to include key selection criteria to reflect nomination processes – 'Meeting the basic requirements for a director of a company, incorporated under the Corporations Act 2001', consistency of terminology and formatting changes.
29 November 2023	2.1	PMOOS54	Updated desirable qualities and selection criteria as it relates to board governance education. This is consistent with the Elected Director Position Description approved by the Board [B2023/OOS R47].
15 November 2024	2.2	CGRC 2024/6	Reviewed ahead of 2025 President Elect election.
19 November 2024	2.3	Company Secretary	Updated to reflect at least 75% meeting attendance, as agreed by Board (B2024/OOS 78).
<b>NEXT REVIEW: 2026</b>			