



Authorising Committee:	Board
Responsible Committee:	Practice, Policy and Partnerships Committee
Document Code:	PRO PPP Appointment of Community Members to College committees

PURPOSE

This document outlines the procedure and processes required for the appointment of Community Members to College committees.

BACKGROUND

Community Member participation is an integral part of the College governance structure. The expertise and personal insight provided by those who have a lived experience of mental illness offers continuous quality improvement within the College and the wider mental health system.

Currently the College has three community-focused committees, being the Aboriginal and Torres Strait Islander Mental Health Committee, Te Kaunihera, and the Community Collaboration Committee (CCC), as well as a number of Committees with dedicated Community Member positions.

1. APPOINTMENT OF COMMUNITY MEMBERS – ELECTION PROCESS

1.1. Advertising Community Member Positions

Community Member vacancies are advertised via:

- Consumer and carer networks in Australia and / or New Zealand
- College website and publications i.e. Psyche and branch newsletters.

In addition, current and exiting Community Members are encouraged to seek interested and suitable nominees from within their own networks, to consider becoming involved in the College.

1.2. Selection Criteria for CCC

Community Members wishing to be considered for appointment to the CCC and other College committees, will be selected based on the selection criteria, including:

- Experience in mental health service provision and policy development
- The skills of the individual relevant to the role and how they will utilise their lived experience of mental illness e.g. as a consumer, carer or family / whānau member within the role ^[1]
- Their knowledge and understanding of the CCC and how community members have influenced RANZCP business
- Their commitment towards ensuring that the professional development of psychiatry has strong consumer focus.

1.3. Selection Criteria for Aboriginal and Torres Strait Islander Mental Health Committee and Te Kaunihera

Community Members who wish to be considered for appointment to the Aboriginal and Torres Strait Islander Mental Health Committee or Te Kaunihera are required to meet the following selection criteria:

- Cultural background and knowledge in either Aboriginal and Torres Strait Islander peoples or Māori, as appropriate
- Experience in mental health service provision and policy development
- Geographically accessible and available

- Skills of the individual relevant to the role and how they will utilise their lived experience of mental illness as a consumer, carer or family / whanau within the role ^[1]
- Their commitment to the professional development of psychiatry.

1.4. *Expressions of Interest*

Expressions of Interest are sought from those who wish to be appointed to the CCC, Aboriginal and Torres Strait Islander Mental Health Committee and Te Kaunihera who meet the selection criteria. Interested community members are required to submit a written Expression of Interest (one A4 page) to policy@ranzcp.org detailing the following information:

- A personal statement detailing why the nominee is interested in becoming a College community member
- Up-to-date resume
- Details of previous involvement or affiliations with community groups
- Expression of interest in other areas of the College where community member representation is being sought (in addition to the CCC) (optional).

Expressions of Interest will be reviewed by the relevant selection panel (for composition see item 1.5). For a Community Member to be appointed, a majority vote is required and is deemed a decision of the selection panel. The mix of Australian and New Zealand based community members will be considered where appropriate.

If more expressions of interest are received than positions vacant, the selection panel will deliberate on areas such as:

- who can best support the objectives of the committee (see Regulations)
- the nominee's location.

A follow up phone interview with the nominee may be required in this instance.

If a single application is received for the community member vacancy, the nominee will be considered for the position (as per section 1.2-1.8), but may not necessarily be appointed if they do not meet the selection criteria. The decision to appoint is at the discretion of the selection panel.

Appointments of community members will only be made if a suitably skilled candidate is available.

1.5. *Membership of the Selection Panels*

The selection panels for the appointment of community members for each committee will comprise of the following membership:

- Chair, PPPC (optional)
- Deputy Chair, PPPC Partnerships Portfolio
- Chair, CCC or Aboriginal and Torres Strait Islander Mental Health Committee or Te Kaunihera (as appropriate)
- Up to two current or former community member/s, selected from the CCC or Aboriginal and Torres Strait Islander Mental Health Committee or Te Kaunihera (as appropriate).

1.6 *Recommendation and Approval by the Board*

Following review of the expressions of interest by the selection panel, recommendations will be made to the PPPC of the suitable candidates and the PPPC will then vote on the appointment. Approval will be tabled in the PPPC's regular report to the Board.

2. APPOINTMENT OF COMMUNITY MEMBERS TO ASSOCIATED COLLEGE COMMITTEES

Community members of the CCC have the opportunity to make contributions to the College through participation on associated committees as vacancies become available. Associated committees with community representation currently include:

- Practice, Policy and Partnerships Committee
- Committee for Therapeutic Interventions and Evidence Based Practice
- Committee for Professional Practice
- Committee for Research
- Committee for Continuing Medical Education
- Education Committee
- Committee for Educational Quality Reporting
- Committee for Continuing Medical Education
- Members' Advisory Council.

2.1. *Appointment of Community Members to other College committees*

Committees seeking a community member, are required to write to the Chair of the CCC requesting a community member be appointed to their committee. Appointments will then be enacted as per the process for a casual vacancy (see section 3).

Where there is a resignation on a committee, the Chair of the committee is required to advise the PPP department and the process to appoint a community member will be undertaken as per section 3.

Note: the appointment of a community member following a resignation is to be noted by the PPPC.

2.2. *Selection Criteria of Community Members on other College committees*

Selection of community members to other College committees is set out in the process as per section 1.4 (above).

2.3. *Expressions of Interest for Community Members on other College committees*

Current serving community members on the CCC are asked to submit an Expression of Interest should they wish to be considered for vacancies on other College Committees. Where there are no suitable candidates from the CCC, community members from the Aboriginal and Torres Strait Islander Mental Health Committee and Te Kaunihera will be consulted.

Increasingly there are additional College Committees, including Branch Committees and Faculty Committees, seeking to incorporate input from consumers and carers. These groups are encouraged to contact the CCC for advice on selection and appointment procedures and processes.

3. APPOINTMENT OF CASUAL VACANCIES

A casual vacancy exists where a vacancy arises on a committee outside of the election period (May of each year). Committees requiring a casual vacancy are to advise the PPP department.

3.1. *Expressions of Interest for a casual vacancy*

Community members applying for casual vacancies are required to submit an Expression of Interest and resume to policy@ranzcp.org. The relevant committee will review application, and make recommendations to be endorsed by the Chair of the relevant committee before being approved by the PPPC.

Note: the requesting committee replaces the role of the selection panel in the appointment of a casual vacancy.

4. REVIEW

The 'Appointment process of community members to College committees' will be reviewed every three years, or more often as required.

5. DEFINITIONS

For the purpose of this document the term “**community member**” comprises consumers, carers and family / whānau, however, expressions of interest are welcome from others who fit all or some of the selection criteria.

Carer – A family member, friend or another whose life, because of their active caring and supporting role, has been affected by their close association with an individual who has, or who has had experience of mental illness.

Consumer – Means an individual who has, or has had experience of mental illness.

Whānau - (pronunciation: *fa:næʊ*) is a Māori word used to describe an extended family group spanning three to four generations. The whānau continues to form the basic unit of Māori society.

6. ASSOCIATED DOCUMENTS

- a) Committee regulations
- b) Committee position descriptions
- c) RANZCP Constitution
- d) Media Policy
- e) Code of Conduct
- f) Code of Ethics
- g) Conflict of Interest Guideline
- h) Document Approval Pathway Procedure

Revision Record Footer

Contact:	Senior Department Manager, Practice, Policy and Partnerships		
Date	Version	Approver	Description
18/08/2012	1.0	GC20012	New document
18/2/2014	1.1	PPP	Amendments to meet new College governance arrangements
07/2016	2.0	B2016/5 R12	Major change - amendments to include new Committee names
2019			NEXT REVIEW