

POSITION DESCRIPTION

Community Representative – RANZCOG Council (Australia)

Successful Incumbent: Tessa Kowaliw	Job title: Community Representative – RANZCOG Council (Australia)
Tenure: For the term of the Fourteenth RANZCOG Council (until October 2027)	Position Description prepared: September 2025

Our Organisation

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) is the leading standards body responsible for the training and education of specialists and GP obstetricians in obstetrics and gynaecology in Australia and New Zealand.

RANZCOG is committed to the establishment and maintenance of the highest possible standards of practice in women's health and provides programs in training, accreditation, and continuing professional development (CPD) that are responsive to the evolving health care needs of women.

RANZCOG supports research into women's health and acts as an advocate for women's healthcare by forging productive relationships with individuals, the community, and professional organisations, both locally and internationally.

Our Values

- **Advocacy** – We are a leading voice for equity, social justice, policy and fairness.
- **Education** – We embrace the opportunity to learn, share knowledge and experience through innovation, discovery, and research.
- **Excellence** – We are committed to performance at the highest standard, in our work, training, research and support.
- **Integrity** – We act honestly, ethically and with accountability with everyone, and in everything we do.
- **Kindness** – We act with compassion and care towards ourselves, and one another
- **Respect** – We expect, and promote, inclusivity, valuing individual rights, beliefs and choices

Purpose of role

- To provide the community's perspective on matters considered by the RANZCOG Council, particularly in relation to women's healthcare in Australia.
- To contribute community perspectives as part of the decision-making process of the RANZCOG Council to ensure appropriate consideration has been given to relevant issues.

- To effectively represent the interests of the community in matters considered by the College's Council and, as a consequence, the Board.

Key responsibilities

The key responsibilities of the Community Representative are to:

- Provide the community's perspective on matters considered by the Council.
- Ensure that Council is aware of, and recognises, the implications of the community's perspectives on matters addressed by the forum.
- Act as a source of information on issues affecting the community that may be considered by the Council.
- Contribute agenda items for discussion by the Council that may have implications for consumers of women's healthcare services that fall under the auspices of the College.
- Participate in the work of other College committees and working groups whose membership may contain community representation.
- Contribute to College advocacy and educational activities in specific aspects of women's health as agreed with the Council and/or the Board as appropriate.

As a member of the Council, the Community Representative is also expected to:

- Stay informed on the College's activities and relevant internal/external developments.
- Regularly review the RANZCOG Strategic Plan, Constitution, Regulations, and Policies.
- Actively participate in Council strategic discussions and other committees and advisory groups.
- Uphold and represent the College's agreed positions and priorities, act in accordance with collective Council decisions, and avoid promoting views that conflict with those of the College.
- Declare any actual or potential conflicts of interest and comply with the RANZCOG Code of Conduct and College policies.
- Engage constructively in discussions, contribute to decision-making processes, and collaborate with other Council members.
- Respect opinions of other Council members irrespective of their background or specific personal characteristics.
- Ensure a smooth handover at the end of your term.

Time Commitment

Serving as a Community Representative and a RANZCOG Councillor involves a formal commitment to participating in the governance of the College. The following outlines the expectations specifically related to Council activities:

- Attend three Council meetings per year (March, July, November), in person or virtually.
- Prepare for meetings by reading agenda papers, reports, and materials in advance.
- Consider and respond to written resolutions circulated electronically between meetings.
- Maintain a high level of attendance and engagement.
- Request formal leave of absence if unable to attend a meeting.

Selection Criteria

- Awareness of women's health issues and community needs specific to the Australian context;
- Demonstrated understanding of community needs, particularly in areas relevant to women's health, cultural safety or regional healthcare access;
- Strong interpersonal and communication skills, with the ability to engage with diverse stakeholders and work collaboratively with members with healthcare backgrounds.
- Good judgement and the capacity to contribute meaningfully in a collaborative manner to the work of the Council;
- Ability to analyse issues and judge their effects on the relevant communities;
- Ability and willingness to act as a College advocate on matters relating to women's healthcare; and
- Availability to participate in Council and associated committee and working party meetings at the RANZCOG Office in Melbourne.

Meetings of the Council and its associated standing committees are conducted at the RANZCOG Office in Melbourne, on an ad hoc basis, as required and advised well in advance. Attendance at all such meetings is an absolute requirement of this role.

Remuneration

RANZCOG is committed to ensuring consumer, community, and external representatives are appropriately supported and remunerated for their contributions.

Appointed Consumer Representatives on the Council will receive remuneration in accordance with [RANZCOG's Community Engagement Framework](#).

All representatives will also receive the same level of administrative and logistical support as other committee members, including travel and accommodation where required. Participation is subject to RANZCOG's Code of Conduct, Confidentiality Policy, and relevant College procedures.

Closing date

The closing date for applications is 5.00 pm (AEST) Day, XX Month 2025.

Late applications will not be accepted.

Governing Documents

- RANZCOG Constitution (www.ranzcog.edu.au/constitution)
- RANZCOG Consumer, Community and Other External Representatives on RANZCOG Council and Committees
- RANZCOG Travel and Accommodation Policy and Guidelines
- RANZCOG Council Charter
- RANZCOG's Community Engagement Framework