

# College Staff and Member Engagement Charter

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## Purpose and Scope

RANZCOG is committed to creating a positive and productive working environment for our staff, members and trainees that supports a culture of respect, kindness, integrity, trust, and accountability.

The purpose of this charter is to provide clear expectations and guidelines for appropriate professional and social interactions between staff, members, and trainees of the College. The charter outlines the shared responsibility of all parties in achieving the College's mission of excellence and equity in women's health.

This charter applies to:

- College members as defined in the RANZCOG Constitution clause 3 as being 'members' of the College and includes the categories of membership of Fellow, Honorary Fellow, Retired Fellow, Member, Associate (Procedural and Advanced Procedural) Member, Associate Member, Educational Affiliate, Certificant, International Affiliate, Prevocational Affiliate – RANZCOG and PVOGS, Trainee Affiliate and Midwife Affiliate
- Trainees, including Specialist International Medical Graduates (SIMG) on the pathway to Fellowship or certification in a Subspecialty of Obstetrics and Gynaecology
- College staff members, including contractors, volunteers, or any other person employed by RANZCOG
- Any external individual serving on a RANZCOG body or representing the College in other forums

This charter should be read in conjunction with RANZCOG's Code of Conduct, Organisational Values, and all policies and procedures that apply to both college staff and members.

## Expectations of staff

When interacting with all members and trainees, staff are expected to:

- treat all colleagues, members, and trainees with respect, kindness, and professionalism at all times
- follow all reasonable requests from Supervisors, Managers, Heads, Executive Directors, and the CEO
- maintain a co-operative and collaborative approach to working relationships with colleagues, members, trainees
- maintain appropriate professional boundaries with college members (refer to the Code of Conduct)



- consult with the relevant Head, Executive Director, or CEO before agreeing to undertake work that is directed or allocated to them by a chair, member, or trainee
- act with integrity and in the best interests of the organisation at all times
- take responsibility for contributing to the work of the College in a constructive, courteous, timely, and positive way to enhance good governance
- act in a financially responsible manner, ensuring respectful, efficient, and effective use of College resources
- respect the confidentiality of information entrusted to them in the course of employment, act within College regulations, policies and procedures, and comply with all legislative, industrial, contractual and administrative requirements
- be open to feedback and take constructive criticism positively
- not solicit gifts or benefits, nor accept gifts or benefits either for themselves or for another person which might in any way either directly or indirectly compromise or influence or be



