

AUSTRALIAN AND NEW ZEALAND SOCIETY OF NEPHROLOGY

145 Macquarie Street Sydney NSW 2000 AUSTRALIA
Tel 61 2 9256 5461 Fax 61 2 9241 4083 Email anzsn@nephrology.edu.au



ABN 87 008 505 502

Terms of Reference

ANZSN Gender Equity and Diversity Working Group

1. Role

- (a) The ANZSN (**Society**) Gender Equity and Diversity (GED) Working Group is a subcommittee of the ANZSN Council and provides advice to the Council (**Council**).
- (b) The GED Working Group aims to develop policies to promote and advance diversity and gender equity in clinical and academic Nephrology.

2. Functions

- (a) The GED functions are:
 - (i) To identify important and relevant gender equity and diversity issues encountered by members of the Society, and increase awareness of intersectional issues (ie where inequity may be compounded because of additional factors, for example race and gender).
 - (ii) To provide advice to Council on key strategies to reduce barriers to gender equity and diversity.
 - (iii) To develop a plan of action including the provision of leadership training, equity in opportunities for education and research, and mentorship for all members of the Society, acknowledging the influence of intersectionality.
 - (iv) To identify gaps in equity and discrimination in access to healthcare and the disparities in health outcomes for people with kidney disease.
- (b) Office bearers and members of the Working Group or any subcommittee of the Working Group, must obtain written permission from the Council or Chair of the Council before purporting to act or communicate on behalf of the Society or Council.

3. Membership

- (a) The membership of the GED should represent the broad renal community. Membership should therefore reflect the diversity in culture, gender, and workforce needs of the Society.

Gender Equity and Diversity Working Group Terms of Reference

Approved by Council: 13 June 2013

- (b) The GED must comprise of no less than 7 and no more than 9 members (inclusive of the Chair) and should include:
 - (i) At least 4 ordinary members of the Society
 - (ii) 1 representative of the Australian and New Zealand Paediatric Nephrology Association (ANZPNA)
 - (iii) Up to 3 affiliate members of the Society, including one trainee representative

4. Terms of appointment

- (a) All general members will hold office for a maximum term of three years.
- (b) The Chair must:
 - (i) be elected by the Council;
 - (ii) must not be an ex officio member;
 - (iii) ensure all discussion items end with a decision or action; and
 - (iv) nominate an acting-chair from the GED to act in the Chair's place, as required.
- (c) The Chair must call for expressions of interest to join the GED as required to fill vacant memberships, giving those interested one calendar month to express their interest.
- (d) The Council will select members of the GED from those who have expressed an interest in consultation with the Working Group Chair.
- (e) Members will cease to be a member of the GED if they:
 - (i) resign from the GED by giving one month's notice in writing to the Chair of the Working Group; or
 - (ii) cease to be a member of the Society.

5. Meetings

- (a) The GED shall have at least one face-to-face meeting during the ASM and a minimum of two meetings by teleconference per calendar year.
- (b) The Chair may call a special meeting of the GED to be held by teleconference, with members being given at least seven days' notice of the meeting.
- (c) The Chair must:
 - (i) issue the Agenda for a meeting two weeks before the meeting;
 - (ii) ensure all items are referred for additional advice to appropriate other subcommittees of the Council, where appropriate;
 - (iii) ensure all discussion items end with a decision or action; and

Gender Equity and Diversity Working Group Terms of Reference

Approved by Council: 13 June 2013

- (iv) nominate an acting-chair from the Working Group to act in the Chair's place, as required.
- (d) A quorum of members:
 - i) must be present before a meeting may proceed; and
 - ii) is constituted by five (5) members, including the Chair (or nominated acting-Chair).
- (e) The GED may make a decision by a show of hands, or where demanded by a member entitled to vote, a ballot. The Chair of the Working Group will have a deliberative and, in the case of equal votes, a casting vote.
- (f) The GED may make a decision without a meeting if all GED members sign their consent on a document (which may have counterparts), which states the decision.
- (g) No business may be considered at a meeting of the GED until the minutes of the previous meeting have been confirmed or otherwise disposed of. No discussion of the minutes is permitted except as to their accuracy.
- (h) Minutes of a meeting must be confirmed by resolution and signed by the Chair at the next meeting. Minutes confirmed and signed in that way will be taken as evidence of proceedings of that meeting.

6. Secretariat

The Society will provide administrative support to the Chair of the GED for the operational aspects of the Working Group.

7. Reporting

- (a) The Chair of the GED will report to the Council one month prior to the 2018 ASM.
- (b) Recommendations and strategic plans will be discussed at the 2018 ASM.
- (c) All Working Group meeting minutes will be forwarded to the Society.
- (d) Additional written reports will be provided to the Council at the Council's request.
- (e) A report and recommendations will be provided to Council one month prior to the DNT meeting in 2019.

8. Confidentiality

All business of the Working Group that members should understand is confidential must be treated as confidential. Members are not to disclose any confidential information to anyone outside the Working Group and are to treat this material with the utmost care and discretion.

9. Conflict of Interest

- (a) A Working Group member must declare any conflict of interest annually (and updated as required in the interim) to the Chair if they, their partner or close family friend has a direct financial or other interest which influences, or may appear to influence, proper consideration or decision-making by the Working Group on a matter or proposed matter.

Gender Equity and Diversity Working Group Terms of Reference

Approved by Council: 13 June 2013

- (b) In the case of a declared conflict of interest. The Chair must:
 - (i) determine the nature of that member's permitted participation, whether that is full participation in the Working Group's handling of that issue, capacity to discuss the issue but not to vote on the issue, a prohibition on discussing or voting on the issue, or departure from the meeting while that issue is being handed;
 - (ii) advise the person concerned of the Chair's determination; and
 - (iii) report the determination to the Working Group.

10. Amendments

- (a) The Working Group may review these Terms of Reference at any time.
- (b) The Working Group may recommend that these Terms of Reference be altered.
- (c) The recommended alteration takes effect on approval by the Council.

11. Funding of the Gender Equity and Diversity (GED) Working Group

- (a) If required, the GED will develop and submit a budget to Council for discussion and approval.