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### Purpose and Scope

The Urological Society of Australia and New Zealand (USANZ) is committed to fostering and promoting a culture of diversity, equity and inclusion. This document sets out the terms of reference for the Diversity & Inclusion Sub-Committee (the Committee); a Sub-Committee of the USANZ Board of Directors that provides expert advice to the Board on matters relating to diversity. Members of the D&I Committee also have delegated roles in respect of identifying and promoting diversity initiatives.

The policy applies to members of the D&I Committee, the Board, and staff.

### Terms of Reference

#### 1. Objective

The objective of the Committee is to assist and advise the Board on issues or initiatives that will advance USANZ's commitment to ensuring equitable access and participation by members in all USANZ activities.

#### 2. Authority

The Committee is directly responsible and accountable to the Board for the exercise of its responsibilities. The Board has agreed that initial efforts will concentrate on the 2 diversity groups: gender; and Aboriginal, Torres Strait Islander and Māori peoples.

The Board authorises the Committee to:

- Monitor progress on USANZ's Diversity & Inclusion Action Plan (Action Plan).
- Formulate strategies and develop recommendations to the Board to actively encourage diverse participation in all areas of USANZ activity. Strategies adopted by the Board will be incorporated into the Action Plan.
- Review USANZ position statements and policies relating to Committee objectives.
- Draft USANZ responses to organisations or individuals within the scope of the Committee's objective.
- Ensure the Board is made aware of contentious or significant developments as they arise.
- Raise the Board's and member awareness of issues and barriers to equity that are unique to indigenous peoples.
- Liaise with the Surgical Women in Australian and New Zealand Urology (SWANZU) on initiatives for positive change in the status of women within USANZ.
- Recruit members with strong social media presence to act as Key Opinion Leaders (KOL) to source and promote inclusive content. Further information about the role of KOLs is set out under 6 below.
- Recruit members to participate in career path initiatives by medical training providers that encourage women and Indigenous peoples to consider Urology as a career.

- Identify funding and other opportunities that advance diversity for promotion by USANZ across official communications channels.
- Assist with the identification of diverse members to hold representative roles on stakeholder committees or projects.

In carrying out their duties, Committee members are required to:

- Retain in confidence all information disclosed to them in their capacity as a Committee member.
- Act with reasonable care and diligence and in the best interests of USANZ.
- Not improperly use information or their position for personal gain.
- Immediately disclose and manage any perceived or actual conflicts of interest.
- Report actions taken in their capacity as a Committee member to enable USANZ to meet reporting obligations to the broader membership.

### **3. Composition and tenure**

#### **3.1 Composition**

The Committee is appointed by the Board of Directors and will include representation from women and from people with culturally and linguistically diverse (CALD) backgrounds. It will be comprised no more than 6 members, including the following:

- **Committee Leadership:** The Chair of the Committee will be a Director, appointed by the Board. The Chair is the primary conduit between the members of the Committee and the Board.
- **Chief Executive Officer:** The CEO holds an ex-officio position on the Committee to ensure USANZ has the capacity and resources to implement activities or policies.
- **Other Committee members** will be appointed with the aim of including representation from:
  - **New Zealand Section:** based on recommendation from the NZ Section Representative on the Board.
  - **Surgical Women in Australia and New Zealand (SWANZU) Community:** based on recommendation from the SWANZU Committee Chair.

#### **3.2 Tenure**

- The tenure of the Committee Chair will be dependent on the tenure period as a Director. Once appointed, the Committee Chair will hold that position until they resign, or until their tenure as a Director has been completed.
- Other Committee member positions will be filled through an Expression of Interest process. The Board of Directors will select suitable candidates, with reference to the composition requirements listed above. Other Committee members will be appointed for a 3 year term and may hold office for a maximum of 2 terms.

#### **3.3 Rights and Benefits**

Committee members are not entitled to remuneration. The Committee Chair receives certain benefits arising out of their duties as a Director on the Board, as set out in the Board Charter.

#### **3.4 Proceedings of Meetings**

- The Committee will meet electronically as the need arises.

- A quorum for a meeting of the Committee will be four members, including the CEO and Committee Chair.
- The Committee may extend an invitation to any person to attend all or part of any meeting which it considers appropriate.
- The Committee Chair is responsible for drafting a summary report of Committee activities to the Board on a quarterly basis.

#### **4. Key Opinion Leaders**

KOLs selected by the Committee to source and promote inclusive content should:

- Have an active profile on the “X” (formerly Twitter) as this is USANZ’s preferred platform.
- Be aware they will be sharing content under their personal accounts and are not official USANZ representatives.
- Be encouraged to re-post USANZ content and to tag USANZ on content that positively promotes inclusiveness or highlights member achievements.
- Demonstrate high standards of respect and ensure the accuracy of shared content.
- Be aware that they may be contacted by USANZ to provide information to assist with monitoring the effectiveness of the role.

KOLs who have questions about their role or specific content may contact the USANZ Communications Manager for advice and assistance on [communication@usanz.org.au](mailto:communication@usanz.org.au).

#### **5. USANZ Support**

The USANZ Office is responsible for the following services.

- Secretariat services to the Committee including: managing the process for referring matters between the Board and Committee, drafting recommendation to the Board, updating the Action Plan and other policy related documentation, conducting EOI processes for Committee members.
- Publishing content across USANZ communications channels including: calls for volunteers to participate in career initiatives, research opportunities, member related achievements.
- Data collation and collection for reporting purposes.

### **Roles and responsibilities**

- Set out in the Policy

### **Related policies, documents and legislation**

- USANZ Board Charter
- USANZ Diversity & Inclusion Framework
- USANZ Diversity & Inclusion Action Plan
- USANZ Delegations of Authority Policy
- USANZ Policy Submitting Content for Publication

## Definitions

- Set out in the Policy

## Superseded documents

- None

## Revision history

Version	Date	Notes	By
1.0	7 Aug 2021	Policy Approved	Board of Directors
2.0	25 Nov 2023	Terms of Reference refocussed to reflect implementation of Action Plan role and advisory role to the Board.	Board of Directors

## Review date

This policy will be reviewed in 3 years. The next review date will be at the November 2026.

## Contact

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