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Purpose and Scope

The SWANZU Committee was established by the Surgical Women in Australian and New Zealand Urology Special Interest Community (SWANZU Community) to oversee its activities. The Chair of the SWANZU Committee fills the role of Expert Advisor to the Board of Directors (Board) on matters relating to women in urology.

This document establishes the governance framework for the SWANZU Committee including its terms of reference, objectives, authority, roles and responsibilities of Committee members.

It applies to members of SWANZU Community, the SWANZU Committee, the Board and staff.

Terms of Reference

1. Governance Structure

1.1 SWANZU Expert Advisor to the Board / SWANZU Chair

The SWANZU Chair fills the position of Expert Advisor to the Board on matters concerning women in urology.

The role & responsibilities of Expert Advisors are governed under the USANZ SAG Policy Framework (under review).

The Board retains the authority to appoint its Expert Advisor but recognises the importance of member endorsement of the appointee. The Board supports the election process outlined in 4.4.1 below.

1.2 SWANZU Community

The Board of Directors (Board) established the SWANZU Community to enable female members to exchange ideas and work collaboratively to address barriers to women pursuing urology as a career.

All female USANZ members are eligible to participate in the SWANZU Community, however it is expected that those wanting to contribute will have relevant expertise.

Members of the SWANZU Community are eligible to vote on appointments to the SWANZU Committee.

[Note: The establishment of a dedicated SWANZU Community on the USANZ Communities site using the Higher Logic platform is subject to USANZ's strategic decision-making for all communities and is dependent upon integration with the membership management system.]

1.3 SWANZU Committee

The SWANZU Committee was established by the SWANZU Community with the aim of facilitating the provision of advice to the Board on improving gender equity both within USANZ and the broader medical community.

The Committee clarifies issues, formulates strategies and develops recommendations to the Board to actively encourage women's full and equal participation in all areas of leadership and to assist with implementation of a gender equity strategy.

2. Objectives

The objectives of the SWANZU Committee are to:

- Advocate for measurable, sustainable, and positive change in the status of women within USANZ.
- Advocate for gender equity in relation to the services provided by USANZ to the Royal Australasian College of Surgeons (RACS) and Board of Urology (BOU) in the delivery of the SET training program.
- Identify any negative gender discriminatory aspect or other barriers to women's participation in USANZ business and recommend solutions.
- Identify any deficiencies, and draw to the attention of the Board, advantages of gender inclusive policies and programs.
- Advocate that women be actively sought for representation on USANZ decision making bodies.
- Assist with the identification of women members to hold representative roles on stakeholder committees or projects.
- Identify funding and other opportunities that promote both female trainees and consultant urologists.
- Liaise with the SAGs and other women's organisations to learn, exchange information, and increase USANZ participation in efforts to further the status of women.
- Raise member awareness of issues and barriers to equality that are unique to their female colleagues.
- Assist the SWANZU Chair in fulfilling her role as an Expert Advisor to the Board.
- Moderate and participate in the SWANZU Community (when established), the primary method of engagement for SWANZU members.

3. Authority

The Committee and its members have no executive powers within the USANZ governance structure. The Committee also recognises the primary responsibility for management and operational matters rests with the CEO.

The SWANZU Chair is directly responsible and accountable to the Board of Directors for the exercise of their responsibilities as an Expert Advisor on SWANZU matters.

The SWANZU Chair is authorised to delegate their advisory functions to one or more SWANZU Committee members, provided the Committee member is fully aware of the limitations of the delegation. Such a delegation does not relieve the Chair of their obligations in respect of their role as Expert Advisor.

4. Committee composition, tenure and appointment

4.1 Composition

The Committee must have at least three and not more than 6 members and shall consist of:

- SWANZU Chair
- Deputy SWANZU Chair
- 1 x Trainee Representative
- Up to 3 non-designated Committee Members

4.2 Eligibility & Obligations of Committee members

- All female urologists and trainees who are members of USANZ are eligible to hold positions on the Committee.
- Committee members should be able to demonstrate they have:
 - knowledge and understanding of the needs and issues relevant to gender equity;
 - an interest and involvement in advocacy, networking and educational activities; and
 - the ability to contribute to the strategic development of gender equity initiatives within USANZ.
- Committee members are expected to:
 - participate fully at and between meetings, share expertise and information; and
 - act as Committee “champions” and build networks to support the work of the Committee.
- The SWANZU Chair must meet the eligibility requirements for an Expert Advisor as set out under the SAG Policy Framework including the requirement to be a Full Member.
- The Trainee Representative may be at any level of the SET Program.
- Where a Committee Member is aware of a real or potential conflict of interest in relation to any matter, they must as soon as possible disclose the nature of the interest to the SWANZU Chair. After disclosing an interest, the member may be requested to remove **themselves** from any discussion or involvement in respect of the matter unless the Committee decides otherwise. If the conflict concerns the SWANZU Chair, the Deputy Chair should assume the role of Chair for the duration of the discussion.
- In the course of participating on the Committee, members may gain access to confidential information, including personal information about identified individuals. Committee members have an obligation to use such information only for the purpose of carrying out their duties and agree not to disclose any such information.

4.3 Appointment Process and Tenure

4.3.1 SWANZU Chair / Expert Advisor to the Board

As an Expert Advisor to the Board, the primary duties of the SWANZU Chair are set out in the SAG Policy Framework. The Board retains the right to appoint their Expert Advisor on SWANZU matters.

The Board also recognises the importance of ensuring the appointee has the endorsement of SWANZU Community members and endorses the following appointment process.

Expression of Interest (EOI)

- USANZ will call for EOIs from eligible members of the SWANZU Community. This call will generally be issued in conjunction with the expression of interest process for other SAG Leaders and be coordinated by the USANZ office.
- Applicants will be required to submit a CV and a brief statement outlining their interest and work on SWANZU matters.

- The USANZ Office will provide copies all submissions received to the SWANZU Committee for review. The Committee will provide a recommendation as to the preferred candidate to the Board and may put forward more than one candidate for consideration if they choose to do so.
- If no EOIs are submitted, the Committee may put forward a suitably qualified candidate of their choosing.
- The Board will appoint a suitably qualified Advisor from the list of candidates recommended by the Committee.
- Members of the SWANZU Community are encouraged to consider succession planning for this role at their annual meetings.

Tenure

- The incoming SWANZU Chair / Expert Advisor will take office at the USANZ Annual General Meeting, the year following appointment under this clause.
- Consistent with the SAG Policy Framework, the SWANZU Chair / Expert Advisor will be appointed for a 3 year term and may hold office for a maximum of 2 terms. There is no requirement for the Advisor to vacate the office at the end of the first term.
- At the end of the second term, Advisors will vacate the office but are eligible to renominate through the EOI process.

4.3.2 Other Committee positions

The SWANZU Chair is responsible for coordinating the election for the remaining positions on the Committee and may seek assistance from the USANZ office to call for nominations or with other aspects of the appointment process.

Election process

- At least 3 months in advance of the Annual SWANZU meeting, the Chair will issue a call for nominations to all eligible SWANZU members.
- All candidates for positions will be submitted to the Annual SWANZU Meeting and shall be decided by a vote amongst SWANZU Community members.
- Eligible members may appoint a proxy to vote on their behalf if they are unable to attend in person. All appointments of a proxy must be in writing and provided to the Chair before the meeting.
- Appointments shall be decided in the first instance by a show of hands amongst those eligible to vote. In the case of an equality of votes, the SWANZU Chair shall have the casting vote.

Tenure

- All incoming Committee members, excluding the Chair, will take office at the Annual SWANZU meeting held at the USANZ Annual Scientific Meeting (ASM).
- The Trainee Representative will be appointed for 1 term of 12 months. At the end of the term, they will vacate the office. They are not eligible to renominate as the Trainee Representative for a second term.
- The Deputy Chair and non-designated Committee members will be appointed for a 3 year term. At the end of the term, they will vacate the office but are eligible to renominate through the EOI process.

5. Committee Members Rights and Benefits

Committee members are not entitled to remuneration. The SWANZU Chair receives certain benefits arising out of their duties as an Expert Advisor to the Board which are set out in the SAG Policy Framework.

6. Meeting proceedings

The proceedings of the Committee meetings will be governed by the provisions of this document.

6.1 Frequency and quorum

The Committee will meet at least four times a year including a face-to-face meeting at the USANZ ASM. Meetings may be held by teleconference or other digital means.

The quorum for Committee meetings will be at least 50% of Committee members.

6.2 Decision-making

The role and function of the Committee is advisory in nature and it does not have authority to make decisions that fall under the remit of the Board of Directors or the CEO as set out under USANZ's Delegations of Authority. The Committee can only make recommendations to the Board or CEO.

Within the Committee context, decisions will be made by consensus. This means that members of the Committee must be satisfied with a decision or recommendation, even though it may not be their preferred choice.

Where the Committee is unable to reach a consensus decision, the SWANZU Chair will be the sole decision maker.

6.3 Minutes, Agendas and Supporting Papers

The SWANZU Chair is responsible for the preparation and distribution of agendas, minutes and other supporting papers or information.

The Chair may delegate this responsibility to the Deputy Chair.

7. Reporting to the Board

The SWANZU Chair is responsible for reporting to the USANZ Board and for communicating any emerging issues.

Reporting will generally be done on a bi-annual basis.

8. Variation of this document

Amendments or variations to this document require the ratification of the Board and the agreement of the SWANZU Committee. In the event that the Board and the Committee are in disagreement, the view of the Board will prevail.

The Committee may initiate a review of this document or at any time and may make recommendations to the Board in relation to amendments, variations or other modifications.

Reviews by the Committee will be conducted in consultation with the SWANZU Community.

9. Transgender and gender diverse members

USANZ promotes the inclusion of transgender and gender diverse members and supports participation in SWANZU on the basis of a person's affirmed gender identity. The rights set out in this policy which are conferred on female members, are conferred on all members who do not identify as male.

Roles and responsibilities

- Set out in Policy.

Related policies, documents and legislation

- USANZ Constitution
- USANZ Board Charter
- USANZ Delegations of Authority Policy
- USANZ Privacy Framework and Data Breach Response Plan
- USANZ SAG Policy Framework (under review)
- *Sex Discrimination Act 1984* (7D Special measures intended to achieve equality)

Superseded documents

None

Revision history

Version	Date	Notes	By
1.0	20.2.2021	Endorsed by Board, subject to final approval by the Leadership Group and SWANZU Chair	Board Leadership Group approved 2.3.2021. SWANZU Chair approved 3.3.2021

Review date

This document will be reviewed every 3 years by the Board, in consultation with the Committee to ensure continual improvement in governance and currency of mandatory codes and other accountability requirements.

The next review date is February 2024.

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