

- To forward all resolutions made by the S&T Committees to the Committee Coordinators for the RANZCOG Board and/or Council as appropriate;
- In line with the RANZCOG ASM Guidelines and other relevant College policies and procedures, assist with the organisation of College Annual Scientific Meetings (ASMs) and Symposiums being held in the relevant State or Territory;
- To plan and oversee other educational events for members in the relevant State or Territory;
- To recommend to the RANZCOG Board the establishment of subcommittees and/or working parties as may be required from time to time to conduct the business of the S&T Committee. Membership of subcommittees and working parties need not be restricted to members of the S&T Committee or

- The Trainee

- *College Organisational Values;*
- *Confidentiality Policy: Board, Council and Committees;*
- *Conflict of Interest Policy; and*
- *Conduct of Meeting Policy.*

6.

subsequent S&T Committee meeting, all 'flying recommendations' and their outcome(s) must be formally recorded in the minutes.

Members who are physically in attendance or in virtual attendance (e.g., by videoconference or teleconference call) shall constitute the quorum.

11. Observers and Visitors

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and

v3	May 2015	RANZCOG Board
v4	July 2017	RANZCOG Board
v5	September 2017	RANZCOG Board (Minor Revisions)
v6		
