



**AUSTRALIA & NEW ZEALAND
ASSOCIATION
OF
PSYCHIATRISTS IN
TRAINING**

CHARTER

Final Draft

24/8/99

ANZAPT Charter Overview

1. Aims

- 1.1 To represent the interests of psychiatry trainees in Australia and New Zealand
- 1.2 To facilitate communication between psychiatry trainees
- 1.3 To facilitate communication between psychiatry trainees and the RANZCP
- 1.4 To facilitate communication between psychiatry trainees and other representative bodies
- 1.5 To further the training of psychiatry trainees
- 1.6 To provide the RANZCP with the knowledge and expertise of trainees
- 1.7 To prepare psychiatry trainees to take an active role in the RANZCP as future fellows

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ANZAPT PROVISIONAL CHARTER

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2. Roles:

2.1 REPRESENTATION

Representation refers to the activities of ANZAPT representatives on relevant bodies of ANZAPT, RANZCP and other organisations that interact with trainees.

Explanatory note: The key areas of representation for trainees are RANZCP committees involved in training and in the future direction of the profession. Representatives should represent the interests of all trainees accurately and in a professional manner. Canvassing of trainee views on issues is a central part of this process. The process of consultation on major issues encourages participation of trainees and enables accurate representation of the range of trainee opinions on complex issues. Representation may also involve the direct representation of an individual trainee's concerns to the appropriate RANZCP bodies.

2.2 COMMUNICATION

ANZAPT provides a forum for communication between trainees (directly and via Branch representatives) and between the trainee body and the RANZCP.

Explanatory note: Communication is achieved through a number of media:

- ANZAPT website with links to Branch websites and RANZCP website
- ANZAPT newsletter
- ANZAPT Annual General Meetings held at the RANZCP Congress.
- ANZAPT Executive meetings
- ANZAPT Caucus meetings
- ANZAPT contributions to the RANZCP Newsletter to trainees
- ANZAPT contributions to RANZCP publications

1.3 TRAINING

ANZAPT should have a role in the development of training and of examinations organised by the RANZCP Fellowships Board and relevant RANZCP Branch training bodies. ANZAPT should augment this with independent educational initiatives.

Explanatory note: The education of trainees is not confined to RANZCP-based training programs. Even the best programs can be augmented with trainee-developed educational initiatives. These may include:

- ANZAPT section at the RANZCP Congress.
- Branch ANZAPT convened conferences or seminars
- Branch ANZAPT websites.
- Branch ANZAPT pre-exam workshops.

This self-directed approach to continuing medical education is in keeping with a career-long commitment to professional development.

1.4 RANZCP AFFILIATION

ANZAPT introduces registrars to the varied functions of the RANZCP and the range of opportunities for professional participation. ANZAPT recognises that there is potential

for conflicts of interest, when trainee representation entails disagreeing with the views of the RANZCP. Should this arise, ANZAPT gives priority to trainee representation.

3. Organisational Structure:

3.1 THE EXECUTIVE – President, Vice President, Treasurer, and Secretary.

3.1.1 The Executive mostly works by consensus throughout its period in office. If consensus on a given matter cannot be reached, the President’s decision-making authority may be invoked.

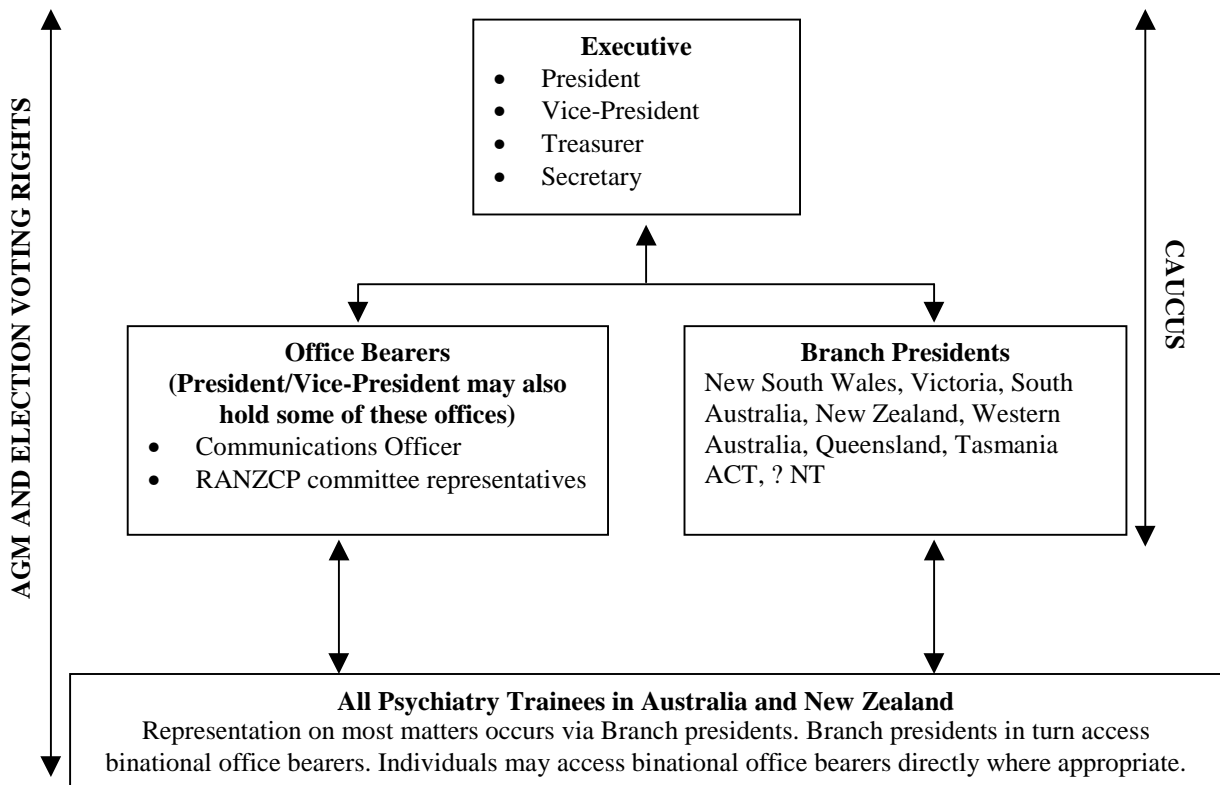
3.2 THE CAUCUS - President, Vice President, Treasurer, Secretary, Communication Officer, RANZCP committee representatives and ANZAPT Branch Presidents.

3.2.1 The Caucus should meet annually and teleconference quarterly. It acts in an advisory role to the executive.

3.3 THE MEMBERSHIP - All trainee psychiatrists are eligible to be members. Advanced trainees and consultants in their first year are extended honorary membership for the purposes of representation. Voting rights are available to advanced trainees, contingent on honorary membership being upgraded to full membership (by applying and paying fee directly to the treasurer of ANZAPT).

3.3.1 The Annual General Meeting is open to all members. At this meeting all members have equal voting rights.

3.4 Schematic representation of ANZAPT organizational structure.



4. Membership:

- 4.1 Eligibility to be a member:
- i) all RANZCP associates
 - ii) trainees in RANZCP-approved breaks in training
 - iii) trainees in advanced training (honorary membership unless upgraded to full membership)
 - iv) those in the first year AFTER the completion of their training (honorary membership)
- 4.2 To be a full member of ANZAPT, a person must:
- i) be eligible to be a member as 4.1
- and
- ii) have paid the annual ANZAPT levy.
- 4.3 All ANZAPT members are expected to conform to the RANZCP Code of Conduct.
- 4.4 A trainee who does not want to be a member of ANZAPT can:
- i) object in writing to the ANZAPT Executive within three (3) months of becoming eligible to be a member
- or
- ii) resign by giving at least one (1) month's notice in writing to the ANZAPT Executive. The executive will then send a written response a copy of which should be furnished annually, instead of payment of the ANZAPT levy, with the RANZCP training fee.
- 4.5 Fees will be collected binationally as a levy with the annual RANZCP training fee. The levy is then divided: one-third funding the ANZAPT and the remaining two-thirds distributed to the branches in a manner proportional to the number of trainees in each branch. The fee collected in this manner will be for the maintenance of ANZAPT activities. Expenses related to representation on RANZCP committees/boards (e.g. air travel) will be reimbursed to ANZAPT by the RANZCP.

5. Office Bearers:

- 5.1 General considerations for the appointment of Office Bearers:
ANZAPT recognises the need to be equitably representing trainee interest groups. Some key areas that need consideration are binational balance, gender balance, ethnic diversity, regional interests (ANZAPT Branches, metropolitan and rural areas), levels of training (junior, senior and advanced) and type of training (part time and full time). It is desirable that the positions of president rotate amongst the branches.
- 5.1.1 All office bearers must be current members of ANZAPT.
- 5.1.2 All elected positions are held for a 12-month period. Elections are held annually by postal ballot prior to the AGM. A trainee may hold a position for up to two consecutive terms.
- 5.1.3 If a suitable person is not elected prior to the AGM, a representative will be sought through the branches and appointed by the Executive, according to the experience, skills and interests of the applicants. The positions listed under 5.2 and 5.3 are to be elected prior to the AGM
- 5.2 THE EXECUTIVE
- 5.2.1 The President has the power to review the activities of office-bearers and instruct office-bearers as to their duties. In extreme circumstances the President, (with the approval of the vice president and a two-thirds majority of the branch presidents) has the power to remove and replace an office-bearer. The President may hold up to two other positions in the Caucus. The President is the key spokesperson for ANZAPT in interactions with the RANZCP and other bodies

5.2.2 The Vice-President's role is to assist the President with their duties. If the President is unable to perform their duties then the Vice-President assumes the role of President, and the Caucus appoints a new Vice-President at an Extraordinary Caucus Meeting. The Vice-President may hold up to two other positions in the caucus.

5.2.3 The Treasurer is responsible for the administration of all ANZAPT finances

5.2.4 The Secretary is responsible for the coordination and minuting of ANZAPT teleconferences and the AGM. This position also carries the responsibility of providing administrative support to the Executive and, in conjunction with the Communications Officer, coordinating essential communications between the Executive and the membership.

5.3 THE CAUCUS

5.3.1 The RANZCP General Council Representative(s).

5.3.2 The RANZCP Committee for Training Representative.

5.3.3 The RANZCP Committee for Examinations Representative.

5.3.4 The Communications Officer is responsible for the ANZAPT Quarterly Newsletter, the ANZAPT website and the promotion of other ANZAPT activities such as the ANZAPT section of the RANZCP Congress.

5.3.5 Other Committee Representatives: other RANZCP committees and other organisations with which ANZAPT interacts may require ANZAPT representation. When election is not feasible, the Executive in consultation with the Caucus will make appointments.

5.3.6 ANZAPT Branch Presidents are elected at the AGM of each Branch. Branch organisation is the prerogative of that branch, but it is expected that the structure and processes of the individual Branches will reflect that of ANZAPT.

6. Elections:

6.1 Nominations will be made in writing to the Executive and must have the consent of the nominee.

6.2 Elections will be held prior to the ANZAPT AGM. All financial ANZAPT members are eligible to vote. The voting process is outlined below.

a) Registration details and voting preferences are recorded by trainees on the ANZAPT website.

b) Voting preferences are then sent back to individual trainees (by email or post) for confirmation.

c) Confirmation of preferences must be returned (by email or post) for a valid vote to be registered.

6.3 If an office-bearer resigns partway through their term, the position may be filled by an appointment made by the Executive.

7. Relationship with the RANZCP:

7.1 Common Goals: As the organisation representing trainee psychiatrists and future Fellows of the RANZCP, ANZAPT strives to represent the views of trainees to the RANZCP. ANZAPT recognises the need to work cooperatively with the RANZCP in areas of common interest, such as the equitable provision of comprehensive training in Psychiatry.

- 7.2 Mutual Responsibilities: Members and representatives of ANZAPT will act in accordance with RANZCP guidelines, with particular reference to the College Code of Ethics and the Bylaws of the Fellowships Board and the Training and Examinations Committee. ANZAPT elects Representatives to the Committees of the RANZCP. It is appropriate that the RANZCP seek the opinion of ANZAPT with regard to issues of relevance to trainees. It is appropriate that ANZAPT provide opinions on behalf of its members.
- 7.3 ANZAPT Autonomy: ANZAPT Representatives on most RANZCP Committees should have full voting rights. In matters where the opinions of trainees and those of the RANZCP are in conflict, the ANZAPT asserts its autonomy and its primary roles of representation and advocacy for trainees.

8. Relationships with the Other Bodies:

- 8.1 General Considerations: ANZAPT shall maintain contact with any institution, person, or body of persons necessary to achieve its stated aims and fulfill its described roles. The nature of this contact will vary, depending on the circumstances and on the Branch and bodies involved. At times, active, regular, sustained representation will be necessary.
- 8.2 Industrial Organisations: ANZAPT is not an industrial organisation, but each Branch should be aware of who represents its members at an industrial level and be able to assist members in contacting and dealing with these bodies. At times, the political and workforce climate demands more active involvement, such as formal representation. ANZAPT should strive to utilise the industrial expertise of these well-established bodies, and keep its own aims and roles distinct.
- 8.3 Australian Medical Association (AMA)/ New Zealand Medical Association (NZMA): Not all ANZAPT members will be AMA/ NZMA members, but the AMA and NZMA are nonetheless influential bodies at a wider medical and political level. They have ongoing, active RANZCP representation. At times, the AMA / NZMA convene committees with an agenda relevant to psychiatry, which affect ANZAPT members.
- 8.4 Educational Bodies: The organisation of the formal component of psychiatry training varies widely between RANZCP branches. Local Branch Training Committees, universities or independent academic institutions may coordinate formal teaching. Each ANZAPT Branch should maintain close, regular, formal and active contact with the body responsible for training in their area.

9. Alterations to the ANZAPT Charter

Alterations, additions or amendments to this charter may be necessary at times. These alterations:

- i) must be drafted by a Charter Committee appointed by Caucus at an AGM or Caucus meeting,
and
- ii) must be supported by a two-thirds majority at an AGM.