

## Research Sub-Committee Terms of Reference



### 1. Role and Responsibilities

The Sub-Committee will:

- a) Provide advice on the strategic directions the TSANZ should take to support and promote research;
- b) Advise the TSANZ Board of any issues likely to impact on the research capacity of the TSANZ membership and respond to Board requests for advice.
- c) Provide advice to the Board on strategic research alliances or research contracts the Society should undertake or be engaged in;
- d) Develop grants, fellowships and awards aimed at fostering high quality research within the Society;
- e) Ensure appropriate promotion and advertising of research grants, fellowships and awards;
- f) Ensure appropriate adjudication of research grants, fellowships, and awards for the TSANZ, and that those processes take place in a transparent and equitable manner;
- g) Ensure that appropriate panels of referees for reviewing competitive grants, fellowships and awards of the Society are maintained;
- h) Develop educational strategies to increase the research skills of Members of the Society;
- i) Support and respond to the research needs of the Special Interest Groups of the Society;
- j) Liaise with external bodies including but not limited to NHMRC, ARC and philanthropic organisations, to promote the Society's research goals;
- k) Advise the TSANZ Board on any other matters relevant to research and the Society and respond to Board requests for advice.

### 2. Membership

- a) The Sub-Committee will be composed of at least 6 voting members of the Society;
- b) There will be at least one member who is a member of the Board and is appointed by the Board to Chair the Standing Sub-Committee;
- c) The membership will comprise a balanced representation across the diversity of our member base and consider:
  - i. gender
  - ii. paediatric and adult
  - iii. diversity of professional groups
  - iv. career progression stages
  - v. geographic area
  - vi. basic, clinical and translational research expertise;
- d) Other members will be appointed by the Board after nominations have been sought;
- e) Nominations will be called for as and when the Sub-Committee needs to expand its membership;
- f) Members will hold office for 2 years and can be reappointed for a maximum of a further 2 years;
- g) At least three members of the Sub-Committee will be from the non-medical membership of the Society;
- h) The Sub-Committee has the power to co-opt other members as required until the time of the next AGM of the Society and subject to Board approval;
- i) The Sub-Committee has the power to create its own advisory sub-committees subject to Board approval.

### **3. Meetings of the Standing Sub-Committee and Reporting**

- a) The Sub-Committee will meet by telephone, email or face to face as is necessary and at least four times per year and as determined by the Chair of the Sub-Committee;
- b) The Sub-Committee will meet each year face to face at the Annual Scientific Meeting;
- c) The Sub-Committee will report to the Board via its Chair at each Board meeting.
- d) As a requirement for membership of the RSC, all members must attend or provide appropriate apology for at least 50% of all meetings, and all members must maintain their appropriate register of Conflict of Interests.

### **4. Governance**

- a) The Chair of the Sub-Committee will be responsible for ensuring all matters of conflict of interest are documented and managed appropriately.
- b) As a mandatory requirement for membership, all members must complete and maintain a Conflict of Interest Declaration
- c) Any issues of conflict or uncertainty about the operation of the Sub-Committee will be resolved by a decision of the Board. The Board has the right to alter the operation of the Sub-Committee and can at its discretion, disband or reconstitute the Sub-Committee.
- d) The quorum for a meeting of the RSC will be a majority of the members of the Committee.

**Current Chair:** Sandra Hodge **Endorsed:** 20/09/2019