

# Terms of Reference: Scientific Advisory Committee



## 1. NAME

The name is the Scientific Advisory Committee (SAC).

## 2. PURPOSE

This Committee will support members to develop a portfolio of high quality research for the Network, linked to our values and strategic priorities. The ANZACT research portfolio will include all aspects of cardiovascular disease, including prevention, diagnosis and treatment, and be inclusive of all disciplines. The Scientific Advisory Committee will provide expertise to ANZACT members for:

- The development of clinically and policy relevant research questions
- Concept and protocol development
- Scientific meetings
- Increasing the collection and use of data, including promotion of clinical quality registries
- Establishing collaborative teams to enhance large-scale research across national and international jurisdictions

## 3. MEMBERSHIP

Membership will be multidisciplinary, and have diversity of representation.

### 3.1 Eligibility

Only ANZACT members are eligible for appointment to the SAC.

### 3.2 Nominations & Selection

There will be an Open Call for *Expressions of Interest* for members to nominate for membership of the Scientific Advisory Committee (SAC). Selection will be by the (Interim) Steering Committee; the appointed Chair will be a member of the Steering Committee.

Members are allowed to nominate for positions on more than one Committee but are expected to have the capacity to contribute and meet participation requirements.

## 4. OPERATING PROCEDURES

### 4.1 Reporting

The SAC reports to the Steering Committee, and the SAC Chair will provide Activity Reports with the support of the Executive Officer

### 4.2 Meetings

The meeting interval is quarterly, with a minimum of one face-to-face meeting per annum, and additional meetings as required. It is expected that SAC members will attend workshops and contribute to peer reviews.

### 4.3 Quorum

Fifty per cent of members (or their proxies) constitute a quorum.

#### 4.3 Records

The Agenda will be set by the Committee Chair. The Executive Officer will prepare and distribute meeting papers and Minutes.

#### 4.4 Term of Membership

Members are appointed initially for two years, with the option of re-appointment to a maximum of six years. This flexibility in term will facilitate a staggered turnover to achieve retention of expertise. Participation and capacity to contribute will be reviewed annually with the expectation of 75% attendance, including attendance by proxy.

#### 4.5 Conflict of Interest

Members must declare all potential conflicts of interest. The Chair will advise if the member is to withdraw or refrain from participation in discussion or decision-making.

### 5 GUIDING PRINCIPLES

Members will adhere to the following:

- Contributions (eg, review of documents, etc.) are to be provided within the timeframe requested by the Chair or Executive Officer.
- Requests for scientific review will be considered on its relevance to ANZACT, and according to Committee workload and availability; other members may be invited to provide their expertise; and limits to requests may be applied as ANZACT membership increases.
- SAC members may be assigned as liaison for projects supported by ANZACT
- Decision-making will be a transparent process and result in collective decisions
- The Chair will have the casting vote in the event of a tie.

### 6 ADOPTION AND AMENDMENT

The *Terms of Reference* will be reviewed every three years. Changes shall be approved by the Steering Committee.

### 7 VERSION

Version 1: June 2018