

Terms of Reference: Steering Committee



1. NAME

The name is the Steering Committee.

2. PURPOSE

This Committee will provide strategic direction for ANZACT, and the activities of the Network, and ensure financial sustainability with responsibility to deliver the following:

- Guidance for research priorities
- Develop a strategic plan with annual goals and KPIs
- Planning of and participation in workshops and meetings as per the Operating Procedures
- Review Activity Plans and proposals from sub-committees
- Contribute to ANZACT reports and submissions
- Identify and liaise with potential funding partners
- Liaise with peers and constituents to provide input and feedback to ANZACT

3. MEMBERSHIP

Membership will be representative of the broader ANZACT community and ensure diversity of:

- Geographical location (minimum of x1 New Zealand representative)
- Disciplines and roles (minimum of x6 disciplines, and x1 trial coordinator)
- Gender
- Consumers (x2 are recommended)
- Career stage (minimum of x1 early-mid career researcher)

3.1 Eligibility

Only ANZACT members are eligible for appointment to the Steering Committee (SC).

3.2 Nominations & Selection

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

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 Meetings

The meeting interval is biannual, with a minimum of one face-to-face meeting, and additional meetings as required.

4.2 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.
- Decision-making will be a transparent process and result in collective decisions.
- SC members may be assigned responsibility for oversight of a portfolio of ANZACT activities
- It may be appropriate to poll ANZACT members for opinion on some issues.
- 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