

Terms of Reference: Advisory Committee



1. NAME

The name is the Advisory Committee.

2. PURPOSE

This Committee is a pool of engaged members who are representative of the broader cardiovascular research community. They will undertake the following:

- Participate in task-specific and time-limited working groups
- Promote multidisciplinary membership across Australia and New Zealand
- Support capacity building activities
- Provide input as requested on research priorities and strategic direction
- Contribute to enhancing collaboration between members
- Actively participate in knowledge translation of research findings

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 x1 trial coordinator)
- Career stage (minimum of x1 early-mid career researcher)
- Gender

3.1 Eligibility

Only ANZACT members are eligible for appointment to the Advisory Committee.

3.2 Nominations & Selection

There will be an Open Call for *Expressions of Interest* to members to nominate for membership of the Advisory Committee. Selection will be by the Executive Team.

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 additional meetings as required.

4.2 Quorum

Six 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.
- Advisory Committee members may be assigned responsibility for oversight of a portfolio of ANZACT activities.
- The ANZACT 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 Advisory Committee.

7. VERSION

Version 2: September 2019 (Approved by Executive Team)