

Terms of Reference: Executive Team



1. NAME

The name is the Executive Team.

2. PURPOSE

This Team will oversee the management of the Network and enable its daily functions. This includes (but is not limited to) developing the functions and processes of the Network with responsibility to deliver the following:

- Develop a strategic plan with annual goals and KPIs
- Initiate planning of, and participate in, workshops and meetings
- Provide guidance for research priorities
- Identify and liaise with potential funding partners
- Contribute to ANZACT reports and submissions

3. MEMBERSHIP

Membership of this Team requires the capacity to participate in a minimum of monthly teleconferences and associated commitments. It will include:

- ANZACT Chair
- Chair of the Scientific Committee
- Chair of the Community Advisory Group
- Up to four members from the Scientific or Advisory Committee to provide diverse specialist expertise
- An Early Career Researcher
- The Executive Officer

3.1 Eligibility

Only ANZACT committee members are eligible for appointment to the Executive Team.

3.2 Nominations & Selection

There will be an Open Call for *Expressions of Interest* to committee members to nominate for membership of the Executive Team. Selection will be by the Executive Team; the Chair will be appointed from the Executive Team

4. OPERATING PROCEDURES

4.1 Meetings

The meeting interval is monthly teleconferences, and any additional meetings as required. Participation and capacity to contribute will be reviewed annually with the expectation of 75% attendance.

4.3 Quorum

Four members constitute a quorum.

4.4 Records

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

4.5 *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.

4.6 *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
- Executive Team members may be assigned responsibility for oversight of a portfolio of ANZACT activities
- It may be appropriate to poll ANZACT member 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 Executive Team.

7 VERSION

Version 2: September 2019 (Approved by Executive Team)