

AUSTRALIAN AND NEW ZEALAND SOCIETY OF NEPHROLOGY

145 Macquarie Street Sydney NSW 2000 AUSTRALIA
Tel 61 2 9256 5461 Fax 61 2 9241 4083 Email anzsn@nephrology.edu.au

ABN 87 008 505 502



Terms of Reference

ANZSN Research Advisory Committee (RAC)

1. Role

- (a) The ANZSN (**Society**) Research Advisory Committee (**RAC** or **Committee**) is a subcommittee of the Society, and provides advice to the Society's Council (**Council**).
- (b) The RAC aims to promote and support high quality scientific research in nephrology.

2. Functions

- (c) RAC's functions are:
 - (i) to develop and implement research directions and priorities, as agreed by the Council, for the Society;
 - (ii) to provide advice to the Council on research priorities for financial support;
 - (iii) to evaluate submissions and award the Jacquot Awards in conjunction with the Royal Australasian College of Physicians (**RACP**);
 - (iv) to evaluate submissions and recommend research grant recipients to the Council for ratification;
 - (v) to review and update eligibility, scope and information regarding research grants administered by the Society;
 - (vi) To ensure the Society's continued contribution to the strategic direction of Australian and New Zealand Dialysis and Transplant Registry (**ANZDATA**), Australasian Kidney Trials Network (**AKTN**) and the Kidney Health Australia (**KHA**) Priscilla Kincaid-Smith Kidney Research Foundation and other relevant funding bodies; and
 - (vii) such other functions as are reasonably determined by the Council.
- (b) Office bearers and members of the Committee or any subcommittee of the Committee, must obtain express written permission from the Council or Chair of the Council before purporting to act or communicate on behalf of the Society or the Council.

3. Membership

- (a) The membership of RAC should reflect the diversity of research activities and needs of the Society. Membership diversity should include, as far as practicable, individuals with expertise in basic science research, clinical research, population health research and health services research.
- (a) The Committee should be made up of no less than 6 and no more than 9 members, including ex-officio members, and should include:

- (i) up to 8 ordinary members of the Society;
 - (ii) 1 KHA representative (ex officio);
- (b) Proxies can be nominated for ex officio members only. Where an ex officio member is unable to attend a meeting, proxies will be allowed to attend the meeting at the discretion of the Chair.
- (c) The Committee may co-opt the services of any other person if it considers this desirable, however that person will have no voting rights at any meeting of the Committee, or any subcommittee of the Committee.
- (i) Persons who may be co-opted include external reviewers co-opted for the purpose of evaluating grant applications

4. Terms of appointment

- (a) All general members, will hold office for a term of three years.
- (b) No person may be a member of the Committee for three consecutive terms.
- (c) A Committee member who has completed their term will be eligible to nominate to become a member of the Committee once six years has elapsed from the last time they were a member of the Committee.
- (d) The Chair of RAC:
 - (i) will be elected by the Committee from its members, and ratified by the Council; and
 - (ii) must not have served on the Committee for more than three years before becoming Chair.
- (e) The Chair must call for expressions of interest to join the Committee as required to fill vacant memberships, giving those interested one calendar month to express their interest.
- (f) The Council will select Committee members from those who have expressed interest in consultation with the Chair of RAC.
- (g) Members will cease to be a member of the Committee if they:
 - (i) resign from the Committee, by giving one month's notice in writing to the Chair of the Committee; or
 - (ii) cease to be a member of the Society.
- (h) The Chair for the time being shall have power at any time and from time to time to fill a casual vacancy or vacancies occurring amongst the Committee.

5. Meetings

- (a) The RAC shall have up to two (2) face-to-face meetings per calendar year, including one (1) in conjunction with the Annual Scientific Meeting.
- (b) The Chair may call a special meeting of the Committee to be held by teleconference, with members being given at least seven days notice of the meeting.
- (c) The Chair must:
 - (i) issue the agenda for a meeting a week before the meeting;

- (ii) ensure all items are referred for additional advice to appropriate other subcommittees of the Council, where appropriate;
 - (iii) ensure all discussion items end with a decision or action; and
 - (iv) nominate an acting chair from the Committee to act in the Chair's place, as required.
- (d) A quorum of members:
- (i) must be present before a meeting may proceed; and
 - (ii) is constituted by four (4) members, including the Chair (or nominated acting-Chair).
- (e) The Committee may make a decision by a show of hands, or where demanded by a member entitled to vote, a ballot. The Chair of the Committee will have a deliberative and, in the case of equal votes, a casting vote.
- (f) The Committee may make a decision without a meeting if all committee members sign their consent on a document (which may have counterparts), which states the decision.
- (g) No business may be considered at a meeting of the Committee until the minutes of the previous meeting have been confirmed or otherwise disposed of. No discussion of the minutes is permitted except as to their accuracy.
- (h) Minutes of a meeting must be confirmed by resolution and signed by the Chair at the next meeting. Minutes confirmed and signed in that way will be taken as evidence of proceedings of that meeting.

6. Secretariat

The Society will provide administrative support to the Chair of the RAC for the operational aspects of the Committee.

7. Reporting

- (a) The Chair of RAC will report to the Council at least biannually, including one face-to-face meeting, and by teleconference or in writing at other Council meetings. The Chair will be informed of the Council meeting dates annually.
- (b) All RAC meeting minutes will be forwarded to the Council.
- (c) Additional written reports will be provided to the Council at the Council's request.

8. Confidentiality

All business of the Committee that members should understand is confidential must be treated as confidential. Members are not to disclose any confidential information to anyone outside the Committee and are to treat this material with the utmost care and discretion.

9. Conflict of Interest

- (a) A Committee member must declare any conflict of interest annually (as updated as required in the interim) to the Chair if they, their partner or close family friend has a direct financial or other interest which influences, or may appear to influence, proper consideration or decision-making by the Committee on a matter or proposed matter.

- (b) In the case of a declared conflict of interest, the Chair must:
 - (i) determine the nature of the member's permitted participation, whether that is full participation in the Committee's handling of that issue, capacity to discuss the issue but not to vote on the issue, a prohibition on discussing or voting on the issue, or departure from the meeting while that issue is being handed;
 - (ii) advise the person concerned of the Chair's determination; and
 - (iii) report the determination to the Committee.

10. Amendments

- (a) The Committee may review these Terms of Reference from time to time.
- (b) The Committee may recommend that these Terms of Reference be altered.
- (c) The recommended alternation takes place on approval by the Council.

11. Funding of RAC

- (a) Each year, a budgetary allocation for the following year will be developed by the RAC and will be submitted to Council for discussion and approval and communicated back to the RAC.
- (b) Each year, a budgetary allocation for the following year's research programs and grants for Society members will be determined by Council and communicated to the RAC.