

AUSTRALIAN AND NEW ZEALAND SOCIETY OF NEPHROLOGY

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Terms of Reference

ANZSN Scientific Program and Education Committee (SPEC)

1. Role

- (a) The ANZSN (**Society**) Scientific Program and Education Committee (**SPEC** or **Committee**) is a subcommittee of the Society, and provides advice to, the Society's Council (**Council**).
- (b) The SPEC aims to foster and promote dissemination of high quality scientific knowledge and education in Nephrology in the fields of Basic Science and Clinical Medicine.

2. Functions

- (a) SPEC's functions are:
 - (i) to design the programs for the scientific and educational meetings run by the Society, which include the Annual Scientific Meeting (**ASM**), and other Nephrology Educational Programs and Courses for Society members and Nephrology trainees;
 - (ii) to liaise with and support the Local Organising Committee of the Society's ASM, who are responsible for implementation of the Program and other aspects of the meeting;
 - (iii) to design and implement ongoing education relating to the practice and research of nephrology, dialysis and transplantation;
 - (iv) to oversee the Travel Grants and Annual Scientific Meeting awards process, select winners and recommend them to the Council for ratification;
 - (v) to liaise with and foster links related to education, as appropriate, with all other bodies that are active under the auspices of the Society and/or have affiliations with the Society, including, but not limited to, the Transplantation Society of Australia and New Zealand (**TSANZ**), Australasian Kidney Trials Network (**AKTN**) and Advanced Training Committee (**ATC**) of the Royal Australasian College of Physicians; and
 - (vi) 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 Council.

3. Membership

- (a) The membership of SPEC should reflect the diversity of scientific and educational activities and needs of the Society. Membership diversity therefore should include, as far as practicable, individuals with expertise in basic science research, clinical research, population health research and nephrology education.
- (b) The Committee must comprise no less than 9 and no more than 12 members, including ex officio representatives, all of who should be ordinary members of the Society, and should include:
 - (i) 8 ordinary members of the Society, including;
 - (A) 1 representative from New Zealand;
 - (B) 1 representative from the basic science sector;
 - (C) 1 representative from the ATC;
 - (ii) 1 representative from ANZPNA; and
 - (iii) the Chair of the ASM Local Organising Committee (ex officio) in accordance with clause 4(e).
- (c) 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.
- (d) 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.

4. Terms of appointment

- (a) All general members, except ex officio 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 again once six years has elapsed from the last time they were a member of the Committee.
- (d) The Chair of SPEC:
 - (i) must be elected by the Committee from its membership, and ratified by the Council;
 - (ii) may not be an ex officio member; and
 - (iii) must not have served on the Committee for more than three years before becoming the Chair.
- (e) A representative of the ASM Local Organising Committee will serve on SPEC ex officio the year of the relevant ASM.
- (f) 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.

- (g) The Council will select Committee members from those who have expressed an interest in consultation with the Chair of SPEC.
- (h) 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
- (i) 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 SPEC 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 five (5) members, including the Chair (or nominated acting-Chair), but excluding ex officio representatives.
- (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 SPEC for the operational aspects of the Committee.

7. Reporting

- (a) The Chair of SPEC 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 Council meeting dates annually.
- (b) All SPEC 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 (and 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 SPEC Chair must:
 - (i) determine the nature of that 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 at any time.
- (b) The Committee may recommend that these Terms of Reference be altered.
- (c) The recommended alteration takes effect on approval by the Council.

11. Funding of SPEC

- (a) Each year, a budgetary allocation for the following year will be developed by the SPEC and will be submitted to Council for discussion and approval and communicated to SPEC.
- (b) Each year, a budgetary allocation for the following year's educational programs and courses for Society members will be determined by Council and communicated to SPEC. It is noted that budgetary aspects of the Annual Scientific Meeting are the responsibility of the Local Organising Committee in conjunction with the Council.