



ANZSN Kidney Transplant Working Group

Terms of Reference

1. Role

- (a) The ANZSN (**Society**) Kidney Transplant Working Group (**KTWG**) is a time-limited subcommittee of the Council (**Council**), and provides advice to Council.
- (b) Council has tasked the KTWG to develop practical strategies to promote and support best practice in kidney transplantation within the scope of influence and resources of the ANZSN.
- (c) The KTWG will report its initial findings and recommendations at the 2019 Dialysis Nephrology and Transplantation (DNT) Workshop.

2. Functions

- (a) The functions of the KTWG are to assist the ANZSN Council on issues relating to kidney transplantation by providing input from a broad cross section of health care professionals in the care of kidney transplant recipients and may include the following:
 - (i) To promote equitable access to transplantation and the provision of quality care throughout the phases of workup, acute transplantation and long term management;
 - (ii) To provide advice on how the goals set out in (i) can be achieved through the provision of education, promotion of research engagement and advocacy; and
 - (iii) To develop a plan of action to address any perceived barriers to delivering optimal kidney transplantation outcomes for patients with kidney disease.
- (b) Office bearers and members of the Working Group, or any subcommittee of the Working Group, must obtain 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 the KTWG should represent the broad renal community involved in the care of kidney transplant recipients, and reflect the diversity in culture, gender, and workforce needs of the Society. General members must be ordinary members of the Society.
- (b) The KTWG must comprise of no fewer than 7 and no more than 10 members, at least 2 of whom should be from New Zealand, and include:
 - (i) 5 ordinary members of the Society (minimum 1 rural, non-transplanting unit representative);
 - (ii) 1 representative of the Australian and New Zealand Paediatric Nephrology Association (**ANZPNA**);
 - (iii) 1 representative of the Transplant Society of Australia and New Zealand (**TSANZ**);

- (iv) 1 representative of the ANZSN Scientific Program and Education Committee (**SPEC**);
and
 - (v) 1 Transplant Coordinator.
- (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 Co-Chairs.

4. Terms of appointment

- (a) All general members will hold office for a maximum term of three years.
- (b) The Co-Chairs must:
 - (i) be elected by the Council; and
 - (ii) must not be an ex officio member.
- (c) The Co-Chairs must call for expressions of interest to join the KTWG as required to fill vacant memberships, giving those interested one calendar month to express their interest.
- (d) The Council will select members of the KTWG from those who have expressed an interest in consultation with the Co-Chairs.
- (e) Members will cease to be a member of the KTWG if they:
 - (i) resign from the Working Group by giving one month's notice in writing to the Co-Chairs of the Working Group; or
 - (ii) cease to be a member of the Society.
- (h) The Co-Chairs may fill a casual vacancy or vacancies occurring amongst the Working Group.
- (i) The Co-Chairs may co-opt expertise to support the functions of the Working Group as required. However that person will have no voting rights at any meeting of the Working Group.

5. Meetings

- (a) The KTWG shall have up to one face-to-face meeting during the ASM per calendar year.
- (b) The Co-Chairs may call a special meeting of the Working Group to be held by teleconference, with members being given at least seven days' notice of the meeting.
- (c) The Co-Chairs must:
 - (i) issue the Agenda for a meeting two weeks 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 Working Group to act in the absence of both Co-Chairs 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 Co-Chairs (or nominated acting-Chair),
- (e) The Working Group may make a decision by a show of hands, or where demanded by a member entitled to vote, a ballot. The Co-Chairs of the Working Group will have a deliberative and, in the case of equal votes, a casting vote.
- (f) The Working Group may make a decision without a meeting if all Working Group 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 Working Group 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 Co-Chairs 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 Co-Chairs of the KTWG for the operational aspects of the Committee.

7. Reporting

- (a) All Working Group meeting minutes will be forwarded to the Society.
- (b) Additional written reports will be provided to the Council at the Council's request.
- (c) A final report and recommendations will be provided to Council one month prior to the DNT meeting in 2019.

8. Confidentiality

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

9. Conflict of Interest

- (a) A Working Group member must declare any conflict of interest annually (and updated as required in the interim) to the Co-Chairs 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 Working Group on a matter or proposed matter.
- (b) In the case of a declared conflict of interest. The Co-Chairs must:
 - (i) determine the nature of that member's permitted participation, whether that is full participation in the Working Group'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 Co-Chairs' determination; and

- (iii) report the determination to the Working Group.

10. Amendments

- (a) The Working Group may review these Terms of Reference at any time.
- (b) The Working Group may recommend that these Terms of Reference be altered.
- (c) The recommended alteration takes effect on approval by the Council.

11. Funding of the KTWG

- (a) The KTWG will develop and submit a budget to Council for discussion and approval.