



## ANZSN RESEARCH ADVISORY COMMITTEE

### TERMS OF REFERENCE

#### 1. Role

- (a) The ANZSN (**Society**) Research Advisory Committee (**Committee**) is a committee of the Society's Council (**Council**), and provides advice to the Council and exercises delegated powers and functions of the Council as set out in these terms of reference, or as directed by Council from time to time, under clause 43 of the Society's Constitution.

The purpose of the Committee is to promote and enable high quality research into kidney disease including the full spectrum of discovery research and translational research and advise Council on policies to achieve these aims.<sup>1</sup>

#### 2. Functions

- (a) The Committee's functions are:
- (i) Advise Council on research directions and priorities in discovery and translational Nephrology and an advocacy strategy to enable the achievement of these priorities in Australia and Aotearoa New Zealand;
  - (ii) Advise Council, along with the Scientific Program and Awards Committee, on policies to:
    - a) appropriately recognise the achievement by ANZSN Members in discovery and translational science, including through a structured awards program; and
    - b) support Members in the development of their research

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<sup>1</sup> The full spectrum of research into the kidney and into kidney disease includes both discovery research and translational research, and research in fundamental (basic) science and in clinical science. These areas encompass, for example research into the fundamental biology of the kidney, research into kidney disease that seeks to understand how the disease occurs that may have the potential to lead to better management, studies (for example of therapies) in models of disease, observational and epidemiological studies, clinical trials of new therapies or management strategies, research into the effective implementation and dissemination research and research on outcomes and effectiveness in populations.

- careers through the development of travel awards to enable attendance at national and international conferences; and
  - c) promote research through the conduct of the ANZSN's Annual Scientific Meeting.
- (iii) Advise Council, along with the Education and Training Committee, on policies to:
  - d) promote research training and competence as an integral aspect of Advanced Training in Nephrology; and
  - e) deliver research training and skills development through ANZSN education courses.
- (iv) Under delegation from Council and in furtherance of the Committee's role to promote and support research, plan and conduct a research related skills workshop at the ANZSN Annual Scientific Meeting, liaising with the Scientific Program and Awards Committee and the Education and Training Committee as appropriate;
- (i) Advise Council on practical strategies to promote and engage ANZSN Members in relation to research including through:
  - f) development of an effective communications strategy to publicise and support research including current projects, collaboration, funding opportunities and research achievements of ANZSN Members; and
  - g) development of specific strategies and initiatives to engage discovery and translational researchers as Members of ANZSN.
- (ii) Advise Council on research grants awarded by the Society, including the following functions:
  - h) to evaluate submissions and recommend research grant recipients to the Council for approval; and
  - i) to review and update eligibility, scope and information regarding research grants administered by the Society for approval by Council.
- (iii) Under delegation from Council, evaluate submissions and decide the Jacquot Awards jointly with the Royal Australasian College of Physicians (RACP) which administers the Awards;
- (iv) To liaise with and foster links related to discovery and translational research with other bodies affiliated with the Society;

- (v) To establish Working Groups, as required and approved by Council, to address particular research-related advocacy or policy matters. Such Working Groups will provide reports to the Committee, with recommendations for consideration by the Committee and ultimately the Council. Such Working Groups will comprise members with relevant expertise and can include, where appropriate, people from outside the Committee and the Society; and
  - (vi) Such other functions relating to the promotion and enablement of basic and clinical research as may be determined by the Council from time to time.
- (b) In fulfilling its functions, the Committee will have regard to the principles of gender equity and diversity.

### **3. Membership**

- (a) The membership of the Committee should reflect, as far as reasonably practicable, the diversity of discovery and translational science research activities of the Society and include individuals with expertise in basic and clinical research and at all career stages.
- (b) The composition of the Committee is to include at least 2 members usually resident in New Zealand and should reflect the principles of gender balance and diversity having regard to the overall membership of the Society.
- (c) The Committee will comprise 11 members, including two Co-Chairs, which must include:
  - (i) 1 Councillor being a nephrologist whose appointment is approved by the Council [voting rights];
  - (ii) 7 Ordinary or Affiliate Members of the Society who are early, mid or senior career discovery or translational scientists whose appointments are approved by Council or delegate [voting rights];
  - (iii) 1 Ordinary Member of the Society who is an interventional nephrologist nominated by the ANZSN Committee on Interventional Nephrology [voting rights];
  - (iv) 1 Affiliate Member of the Society who is an Advanced Trainee in Nephrology (pre Fellowship or PhD) or early career Nephrologist or Renal Scientist (<3 years from obtaining Fellowship or PhD), with a

demonstrated interest in discovery or translational research whose appointment is approved by Council or delegate [voting rights];

- (v) 1 Ordinary or Affiliate member of the Society who is a non-Nephrologist (doctoral degree desirable but not essential) who is involved in research in any field related to the kidney or associated disease conditions, whose appointment is approved by the Council or delegate [voting rights].
- (d) In the event that there is no, or insufficient, suitable persons available for appointment who satisfy the relevant eligibility criteria for a category of membership of the Committee under clause 3 (c), the Committee may function without that category of membership, or the specified number of that category of membership, until a suitable appointee becomes available, and the quorum under clause 5 (d) is to be calculated on the basis of the reduced number of members during this period of reduced membership.
- (e) Where a nominee member is unable to attend a meeting, an alternate will be allowed to attend the meeting at the discretion of the Chair.
- (f) The Committee may co-opt the services of any other person (other than a patient, consumer or carer) if it considers this desirable, however that person will have no voting rights at any meeting of the Committee and will not be counted in determining a quorum.

#### **4. Terms of appointment**

##### **4.1 Members other than the Co-Chairs**

- (a) All Committee members, except nominee members, will be for a term of up to three years, with consideration of staggering of appointment terms to ensure succession planning and business continuity.
- (b) No person may be a member of the Committee for more than two consecutive terms.
- (c) A nominee member (where relevant) may serve continuously for up to six years, or during the period that their nomination remains on foot, whichever is the shorter period.
- (d) A person who has completed their maximum permitted continuous period as a Committee member will be eligible for further appointment as a member of the Committee after six years has elapsed from the conclusion of the maximum permitted period.
- (e) Unless the Council determines otherwise in any particular case, the Co-Chairs must call for expressions of interest to join the Committee as required to fill vacancies in membership, other than in respect of

nominee members, giving respondents one calendar month to express their interest.

- (f) Other than for the appointment of the members of the Committee under clause 3 (c) (i), the Honorary Executive Officer, under delegation of Council, may approve appointments to the Committee, in consultation with the Committee Co-Chairs, where appointed, and any Councillor member of the Committee.
- (g) The Council or delegate, as the case may be, is to consider any response to an expression of interest to join the Committee but is not limited to the pool of respondents to such expressions of interest in approving appointments to vacancies in membership.
- (h) A person will cease to be a member of the Committee if:
  - (i) they resign from the Committee, by giving one month's notice (or such lesser period as the Co-Chairs of the Committee approves in any particular case) in writing to the Co-Chairs of the Committee;
  - (ii) they attend less than 50% of the scheduled meetings within a 12 month period, unless otherwise agreed with the Chair;
  - (iii) they cease to satisfy the eligibility criteria specified in the category of membership in clause 3 (c) under which they were appointed to the Committee;
  - (iv) in the case of a nominee member, their nomination is withdrawn by the relevant organisation;
  - (v) in the case of a member who is a Co-Chair of the Committee, they cease to be the Co-Chair of the Committee; or
  - (vi) in any case, the Council revokes their membership, in its absolute discretion.

#### **4.2 Co-Chair Arrangements**

- (a) The Co-Chairs of the Committee are to be drawn from one of the categories of membership under clause 3 (c) (i) or (ii), and:
  - (i) their appointment is to be approved by the Council following a call for expressions of interest to be conducted in such manner as the Council determines;
  - (i) unless the Council otherwise determines in any particular case, their appointment is to be for a period up to 3 years;

- (ii) unless the Council otherwise determines in any particular case, the appointment of the Co-Chairs is to be staggered to provide for continuity;
  - (iii) unless the Council otherwise determines in any particular case, one Co-Chair will be a discovery researcher and one Co-Chair will be a translational researcher.
- (b) The Co-Chair of the Committee will cease to hold such office:
- (i) if they resign from the office, by giving one month's notice (or such lesser period as the Honorary Executive Officer approves in any particular case) in writing to the ANZSN Honorary Executive Officer;
  - (ii) if they cease to be a member of the Committee;
  - (iii) in any case, if the Council revokes their appointment to such office, in its absolute discretion.

## **5. Meetings**

- (a) The Committee shall meet at least four (4) times per year, including one (1) face-to-face meeting per calendar year. The face to face meeting will be held, as far as is practicable, in conjunction with the Annual Scientific Meeting.
- (b) The Co-Chairs (or one Co-Chair if there is only one appointed at any point in time) may call a special meeting of the Committee to be held by teleconference or videoconference, with members being given at least seven days' notice of the meeting.
- (c) The Co-Chairs (or one Co-Chair if there is only one appointed at any point in time) must:
  - (i) oversee the allocation of specific portfolios (areas of responsibility) aligned with the terms of reference for the Committee to individual members to support the Committee's work and to facilitate succession planning;
  - (ii) prepare and issue the agenda for a meeting a week before the meeting, and review and confirm drafts for submission of key proposals requiring formal Committee approval;
  - (iii) facilitate open and constructive communication amongst committee members and encourage their contribution to Committee deliberations;
  - (iv) ensure all discussion items end with a decision or action;

- (v) ensure all items are referred for additional advice to other committees or subcommittees of the Council, where appropriate.
- (d) A quorum of members:
  - (i) must be present before a meeting may proceed; and
  - (ii) is constituted by half the members eligible to vote plus one, including at least one Co-Chair.
- (e) The Committee may make a decision by a show of hands, or where demanded by a member entitled to vote, a ballot.
- (f) The Co-Chair chairing the Committee meeting will have a deliberative and, in the case of equal votes, a casting vote.
- (g) The Committee may make a decision without a meeting if all committee members eligible to vote sign their consent on a document (which may have counterparts), which states the decision.
- (h) 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.
- (i) Minutes of a meeting must be confirmed by resolution and signed by the Co-Chair chairing the next meeting (where practicable). Minutes confirmed and signed in that way will be taken as evidence of proceedings of that meeting.
- (j) Committee meetings, to the extent practicable, will be digitally recorded for the purposes of minute taking. Recordings will be disposed of once the minutes have been accepted.
- (k) Unless expressed to the contrary, any duty, function or authority conferred on the Co-Chairs by these Terms of Reference is conferred on any person for the time being acting as Co-Chair.

## **6. Secretariat**

The Society will provide administrative resources to assist the Co-Chairs (or one Co-Chair if there is only one appointed at any point in time) to schedule Committee meetings, draft the meeting agenda and prepare minutes of Committee meetings.

## **7. Reporting**

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

## **8. Confidentiality**

All business of the Committee, other than information before the Committee already available in the public domain or intended for dissemination in the public domain, is confidential and must be treated as confidential by all Committee members. Members are not to disclose any confidential information to anyone outside the Committee, other than to Councillors, without the prior approval of the Chair in consultation as appropriate with the Councillor member (unless the matter concerns the conduct or performance of the Co-Chairs), and are to treat this material with the utmost care and discretion.

## **9. Conflicts of Interest**

- (a) A Committee member must declare any conflict of interest to the Co-Chairs if they, their partner or close family friend, has a direct financial or other professional or personal 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 Co-Chairs (or one Co-Chair if there is only one appointed at any point in time) 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 handled;
  - (ii) advise the person concerned of the Co-Chairs' determination; and
  - (iii) report the determination to the Committee and the Council.



## **10. Funding**

- (a) Council will consult with and formally advise the Committee each year on the budgetary allocation to support ANZSN discovery and translational research initiatives for the following year.
- (b) Council will consult with the Committee about the development of a workplan to assist with the implementation and progress reporting of Committee led programs, strategic projects and initiatives.

## **11. Delegations**

- (a) The Co-Chairs (or one Co-Chair if there is only one appointed at any point in time) and members 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.
- (b) In addition to any delegations set out in the ANZSN Delegations of Authority Policy or as otherwise specified by Council from time to time, under clause 43 of the Society's Constitution, Council delegates to the Committee the power and authority to:
  - (i) decide the ANZSN's representation on the RACP's Jacquot Award Review Panel and to advise the RACP on the award of the Jacquot Awards; and
  - (ii) within the context of a budget approved by Council, plan and deliver the specialist research skills workshop to be held in parallel with the ANZSN Annual Scientific Meeting as the Committee determines.

## **12. Amendments to the Terms of Reference**

- (a) The Committee may review these Terms of Reference at any time, but at least every two years.
- (b) The Committee may recommend amendments to these Terms of Reference to the Council.
- (c) The recommended alteration takes effect on approval by the Council.

## **13. Bylaws**

In accordance with clause 44 of the Society's Constitution the Council may make bylaws relating to the conduct or management of the business of all committees, which includes this Committee, or otherwise for the purpose of carrying out its objects.