



anzsrs

Australian and New Zealand Society of Respiratory Science Ltd
Leading Respiratory Science in Australasia through the 21st Century

www.anzsrs.org.au

Terms of Reference

Title of Committee: Scientific and Conference Committee (SCC)

1. Establishment

- 1.1 Date of Establishment: April 2005
- 1.2 Reporting Line: via the ANZSRS Board Director with responsibility for the Research & Conference portfolio, as per ANZSRS Governance & Management Structure
- 1.3 Status of Committee: Standing Committee

2. Functions and Responsibilities:

The functions and responsibilities of the Scientific & Conference Committee are:

- 2.1 Provide a degree of stabilisation to the scientific and research activities of the Society and enhance its growing reputation within the region and internationally.
- 2.2 Through the development of research skills training, act to increase the role that laboratory-based research plays within the Society, hence improve the knowledge and skills of its members.
- 2.3 Introduce continuity to the Annual Scientific Meeting and allow themes to be explored over an extended period of time.
- 2.4 Provide direction, in conjunction with the current LOC, for the content and speakers for the Annual Scientific Meeting and associated workshops or symposia.
- 2.5 Provide advice to individuals and regions on presentation and publication of scientific work by Society members.
- 2.6 In conjunction with the Board liaise with TSANZ and other national bodies on scientific and research activities of mutual interest.
- 2.7 Represent the ANZSRS on the TSANZ Annual Scientific Meeting (ASM) Local Organising Committee's (LOC's) (usually Chair of the respective ANZSRS LOC).

- 2.8 Coordinate and oversee the ANZSRS Research Award including reviewing guidelines, appointing application review panels and coordinating the application and decision-making process.
- 2.9 Appoint the ASM Abstract Review Panel chair and provide direction for evaluation and processing of submitted abstracts.
- 2.10 Liaise with and assist the ANZSRS Roadshow Committee in the development and review of Roadshow scientific presentations.

3. Membership

The Scientific & Conference Committee incorporates the following members:

- 3.1 Chair: See section 4
 - 3.2 Immediate-Past Annual Scientific Meeting Local Organising Committee (LOC) Chair
 - 3.3 Current Annual Scientific Meeting LOC Chair
 - 3.4 Next Annual Scientific Meeting LOC Chair
- Having the three LOC Chair's ensures continuity between successive ASM's and provision of advice to subsequent LOC Chairs. It allows themes in education and training (such as CRFS, accreditation and research skills) to be developed across several ASMs. Should the Chair of any of the respective LOC be unable to join the committee, another LOC member may be nominated in his/her place.
- 3.5 Member at large: Nominated and approved by Board
- This member acts to provide further expertise in the areas of clinical or research activities, chosen to provide skills and experience complementing those of the rest of the committee.

4. Chair

4.1 Selection of the Chair

- 4.1.1 The Chair is nominated and approved by the Board.
- 4.1.2 The Chair should be a senior member of the society with experience in either development of scientific and research activities or conference structure and content, preferably both.
- 4.1.3 Appointment of the Chair by the Board is by normal vote, either electronically, by teleconference or a show of hands. The vote requires a quorum of the Board to vote; a YES vote requires a majority vote of the quorum; a tie will be decided in the negative.

4.2 Responsibilities of the Chair

- 4.2.1 Maintain communication with the Board, including via email, teleconferences, face to face meetings, etc, as appropriate.
- 4.2.2 Organise committee meetings/teleconferences etc.
- 4.2.3 Preside over meetings of the committee, and ensure its business is conducted in an orderly fashion
- 4.2.4 Apply to the Board for appropriate committee funding.
- 4.2.4 Report regularly to the Board, or in response to a major development.
- 4.2.8 Submit committee recommendations to the Board.

5. Term of Office

- 5.1 All members of the committee will serve a three year term.
- 5.2 In the interests of maintaining continuity of the committee, every endeavour will be made to keep turnover to fewer than three members per year.

6. Meetings

The committee will meet as required either electronically or face-to-face. The committee will maintain communication through regular email.

7. Quorum

A quorum requires 50%+1 of the subcommittee when a vote is required

8. Agendas

Agendas will be distributed to the committee by the Chair in a timely manner to allow members time to prepare for meetings

9. Reporting

- 9.1 The committee Chair is appointed by the Board and is responsible to the Board through the Board Director with responsibility for the Research & Conference portfolio.
- 9.2 The committee will provide regular reports to the Board, as requested by the Board, or in response to major developments.
- 9.3 Committee recommendations are to be submitted to the Board.

10. Evaluation and Review

10.1 Evaluation of the committee

- 10.1.1 Evaluation of the committee will take place annually.

10.2.2 Evaluation will be through review of work produced in line with the terms of reference, and will be measured against the stated aims, goals and timelines of the terms of reference.

10.2 Review of terms of reference

Terms of reference will be reviewed at the end of each three year term of the Chair, in consultation with the outgoing Chair.

11. Terms of Reference Approval History

The Scientific & Conference Committee was formed in 2005 by ANZSRS Board declaration. Previous Terms of Reference are maintained in the ANZSRS archives.

Approved by:

Date:

Amendments Authorised by:

Date:

If the above is not applicable, please state "Not Applicable"

RECORD MANAGEMENT

The below table is required to be completed by the Terms of Reference Author/Editor

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Related Documents	

COVERING NOTE FOR DETAILS ON THE NEW OR REVISED COMMITTEE TERMS OF REFERENCE

The Author/Editor is required to provide comprehensive and specific details on all aspects of the new or revised committee terms of reference for the Board/reviewing Committee.

Why was this new committee terms of reference initiated?

Regular review prior to change in committee Chair

Why did the committee terms of reference require revision?

Ensure committee activity remain relevant to aims & objectives of the Society, and bring the terms of reference into a standardised format.

Was there major revision to the committee terms of reference?

Yes.

What sections of the committee terms of reference required revision?

All.

Further details on the revised committee terms of reference.

Nil.