

## STANDING COMMITTEE TERMS OF REFERENCE

<b>TERMS OF REFERENCE</b>	
Last amended	February 2015
Executive Committee Endorsement	
Proposed Review Date	February 2017
Related Documents	ARMS National Executive Constitution and Bylaws

### Background

- This paper presents a set of Terms of Reference for the existing five ARMS Standing Committees for endorsement by the Executive.
- The format is consistent with the Terms of Reference endorsed for the ARMS Chapters.

## INTERNATIONAL COMMITTEE

### Purpose

- The International Committee develops strategies and produces initiatives to increase the international presence of ARMS.

### Scope and Responsibilities

- Development of international linkages including sister society links.
- Fostering members' awareness of international developments.
- Annual meetings, educational programs and Society publications contain international content and include involvement of international participants.
- The Committee shall provide regular reports to the Executive.

### Establishment and Composition

1. The International Committee is a Standing Committee of ARMS (Bylaw 4).
2. The International Committee will consist of a Convenor and at least four but no more than nine other members such that the Committee consists of a maximum of ten members.
3. The Convenor of the International Committee will be an existing member of the ARMS Executive Committee, appointed by the President.
4. The Executive will regularly call for expressions of interest from members who may wish to be considered for appointment to the International Committee. Members are appointed by the Executive.
5. The Committee may appoint such additional office bearers as it requires, e.g. Secretary.
6. All Committee members must declare any conflicts of interest.

7. All Committee members must be paid up members of the Society.
8. The Term of membership shall be two years for no more than two consecutive terms (i.e. 4 years maximum term). A member may be re-elected to the Committee following a period of at least one year outside the Committee. This requirement may be waived where a need under exceptional circumstances has been identified by the Convenor to co-opt a member for a period longer than four years.
9. Calls for Committee members will be on a rolling 2 year basis for 50% renewal of Committee positions.
10. Committee members will attend at least 75% of scheduled meetings and not miss more than two consecutive meetings without an apology. If a Committee member is unable to commit to this level of participation they will stand down as soon as this is known or at the discretion of the Convenor.
11. Proxy delegations are not permitted.
12. A meeting quorum shall be 50% of the Committee membership. When a quorum is not present no resolution may be made, however members present may discuss matters and make recommendations which may be circulated out of session for further input, then reported to, and ratified by, the next meeting when a quorum is in attendance.
13. If necessary extra-ordinary meetings may be held to address urgent matters.
14. The Executive may from time to time appoint such additional members as it deems necessary.

### **Meeting Format and Frequency**

- The International Committee will meet on a regular basis such that the objectives of the Committee can be met.
- Meetings will take place either face to face, by videoconference or by teleconference, endeavouring to meet face to face at least once a year.
- Meetings will be chaired by the Convenor or a member delegated by the Convenor
- Additional persons may be invited to attend at the request of the Convenor on behalf of the Committee to provide advice and assistance where necessary. They have no voting rights and may be requested to leave the meeting at any time by the Convenor.

### **Convenor**

Specific responsibilities of the Convenor include:

- Schedule and run regular meetings.
- Prepare an Agenda for each meeting.
- Develop an Operational Plan and budget, and monitor progress and expenditure.
- Present regular progress reports to the Executive.
- Ensure relevant information is made available to Society members through the website.
- Regularly liaise with Convenors of the other Standing Committees and Special Interest Groups.
- Liaise with Chapter Convenors on specific matters as required.
- Provide induction to new Standing Committee members.

## **Executive Officer Support**

- Distribute Agenda on behalf of the Convenor.
- Formally document decisions and actions in Minutes.
- Circulate Minutes and papers to Committee members and ensure records of the Committee are appropriately stored.
- Support the Committee members to complete key action activities as identified by the Committee.
- Support the Convenor as required or as requested.

## **Committee Activities**

To support its Purpose and Responsibilities the International Committee will:-

- Develop an annual Operational Plan and budget to support ARMS international activities;
- Initiate, promote and manage linkages between ARMS and other Australasian organisations with an active interest in international research and management issues.
- Raise the profile of ARMS in the international research management community, especially with international 'sister' societies dedicated to the enhancement of the research management profession.
- Provide opportunities for ARMS members to participate in relevant international activities and discussions.
- To ensure representation at INORMS conferences, support INORMS events and maintain linkages with INORMS.
- Develop international membership and a network among research organisations in foreign countries, including the development of suitable material for distribution, in collaboration with the professional development committee.
- To ensure that annual meetings, educational programs and Society publications contain international content, including the involvement of international participants.
- Coordinate & Award the Near Neighbours Travel Scholarship Program to assist our near neighbours to attend the annual ARMS Conference.
- In conjunction with representatives of the ARMS Professional Development Committee, to recommend to the Executive suitable applicants for International Travel awards and other awards referred to it by the Executive.
- Review activities of the IC on a regular basis.

## **International Committee membership – February 2015**

*To be completed by ARMS Executive Officer*

<b>Name</b>	<b>Organisation</b>	<b>Chapter</b>	<b>Date joined IC</b>	<b>Role in IC</b>
Janice Besch	The National Institute of Complementary Medicine	NSW		Convenor ARMS Executive

Simon Kerr	University of Melbourne	VIC		Co- Convenor
Professor Moira Clay	Private, ARMS Executive Member	WA	2013	Member
Sianna Panagiotopoulos	Manager, Office for Research Austin Health	Vic/Tas	March 2009	Member
Ian McMahon	G08	ACT	2011	Member
Caroline Pratt	The Bio-Protection Research Centre	NZ	2012	Member
Vanessa Lao	Griffith University	NSW		Member
Julie Ward	Research Co-ordinator Office of the Pro-Vice Chancellor University of New South Wales	NSW	2013	Member
Adrian Collins				Member
Tracey Kelly	ARMS Administration Officer	SA	2015	Executive Officer Support