



CHAPTER COMMITTEES – TERMS OF REFERENCE

Last Amended:	2 August 2012
Endorsement:	18 September 2012
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Related Documents:	ARMS Constitution, By-Laws

SCOPE

The Chapter Committee will provide strategic advice and guidance relating to the future directions of the Australian state and/or territory or New Zealand or Singapore Chapter of the Australasian Research Management Society (ARMS).

The aim of the Chapter is to ensure that local ARMS members receive professional development and networking opportunities in the geographical regions and is committed to addressing national and international issues of relevance for research administrators and managers.

RESPONSIBILITIES

The role of the Chapter Committee is to contribute to the strategic direction of the Chapter. To achieve this objective the terms of reference are to:

1. Plan, facilitate and promote professional development and networking opportunities for ARMS Members.
2. Recommend strategies which develop and support research administration and management.
3. Provide expert advice on ways the Chapter can engage the network of local research administrators and managers.
4. Provide expert opinions on issues of national and international importance for ARMS, and the profession of research administration and management more generally.
5. Devise strategies which encourage a cohesive approach to Chapter activities.

Chapter Convenor Responsibilities

The Convenor of the Chapter Committee, to facilitate the Chapter responsibilities, has the responsibility to coordinate the following activities:

1. Liaison with Convenors of other Chapters, ARMS sub-committees and the ARMS Executive as required;
2. Oversee meeting management including schedule meetings and notify committee members, and preparation and distribution of meeting minutes and agendas;

3. Ensure records relating to Chapter activities are stored and available when required;
4. Development and oversight of the budget and expenditure. Submission of the budget to the ARMS Executive for consideration;
5. Induction of new members into the Committee;
6. Preparation of Chapter Reports for the ARMS Executive; and
7. Delegation of responsibilities, as required.

MEMBERSHIP

1. The Chapter Committee will endeavour to ensure broad representation of member organisations and interests and may include, but not limited to, representation from:
 - i. each of the Australian state and/or territory or New Zealand or Singaporean tertiary institutions;
 - ii. hospital representative(s);
 - iii. national and/or state research intensive institution(s);
 - iv. range of regions;
 - v. corporate members; and/or
 - vi. personnel with a range of research management experience.
2. The Chapter Committee of ARMS will consist of a Chapter Convenor or Co-Convenors and at least two but no more than **nine** other members such that the Committee consists of a maximum of ten members.
3. The members of the Committee will elect their Convenor or Co-Convenors and any other officers (eg. secretary, treasurer, web author etc.) needed for the smooth operation of the Chapter. Officer elections will occur at the annual general meeting of the Chapter. Each Committee member will have defined responsibilities (individual or group).
4. If the number of nominations received equals the number of vacancies to be filled, the persons nominated shall be deemed elected. If insufficient nominations are received to fill all vacancies, further nominations may be received at the annual general meeting. If the number of nominations exceeds the number of vacancies to be filled, voting will occur by a show of hands.
5. All members must declare any conflicts of interest.
6. All members of the Committee must be paid-up members of ARMS.
7. Membership of the Committee is for a two year period 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 term may be waived where a need under exceptional circumstances has been identified by the Convenor or Committee to co-opt a member for a term longer than 4 years.
8. Members of the Committee will attend at least 75% of meetings and not miss more than two consecutive meetings without an apology; if a member is unable to commit to this level of participation then they will stand down at the next election of the Chapter membership.

9. Proxy delegations are not permitted.
10. The quorum of the Chapter Committee will be one half of the membership. When a quorum is not present no resolution is to be made, but the members present may discuss matters and make recommendations, which will then be reported to, and ratified by, the next meeting when the quorum is in attendance.

MEETING FORMAT AND FREQUENCY

1. The Committee will meet at a minimum of three times per year or at other times determined by the Convenor(s).
2. Meetings will take place either face to face, by teleconference or by electronic means, endeavouring to have at least one face-to-face meeting each year.
3. Meetings will be chaired by the Convenor or a member delegated by the Convenor.
4. Additional persons may be invited to attend the meetings 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.

REPORTING

1. The Chapter Convenor will report quarterly to the ARMS Executive on the Chapter Committee membership, its activities and budget updates. The report format will include detailed reports provided to the annual general meeting of the Society as required with minor reports provided quarterly aligning with ARMS Executive Committee meetings.
2. The Chapter Convenor is to ensure that the agenda for an upcoming meeting is distributed at least 5 working days prior to the meeting being held.
3. The Chapter Convenor is to ensure that the minutes for Chapter Committee meetings are distributed within 15 working days of a meeting being held.
4. The Chapter Convenor will ensure all Committee documentation and records are stored centrally with the ARMS secretariat, utilising the ARMS web-site where possible.

BUDGET

1. Chapters will be allocated funding by the ARMS Executive on an annual basis to fund and/or underwrite events and activities (see Bylaw 2). Annual budget forecasts are to be submitted to the ARMS Executive for approval by 1 June of each year.
2. The budget for the Chapter will be managed by a nominated Committee office bearer (eg. treasurer).
3. Any request to the ARMS Treasurer for reimbursement or call for costs from the Chapter budget must be supported by the Chapter Convenor.
4. The budget will be a standing item at all Committee meetings with the Convenor reporting to the Committee on progress against budget.