

Research Sub-Committee

Terms of Reference

Purpose: The Research Sub-committee (RSC) aims to assist the TSANZ Board in ensuring that the TSANZ research program is multidisciplinary and encompasses bench to bedside and recognized as world class and ambitious in its quest to prevent disease, cure and provide relief from respiratory illness to patients. The RSC will oversee the TSANZ research program, ensure effective collaborations with our partners and stakeholders to grow respiratory research and advise the TSANZ Board on matters relating to respiratory research as required.

1. Role and Responsibilities

The Research Sub-Committee will:

- a) Provide advice on the strategic directions the TSANZ should take to support and promote research.
- b) Advise the TSANZ Board of any issues likely to impact on the research capacity of the TSANZ membership and respond to Board requests for advice.
- c) Provide advice to the Board on strategic research alliances or research contracts the Society should undertake or be engaged in.
- d) Develop grants, fellowships and awards aimed at fostering high quality research within the Society.
- e) Ensure appropriate promotion and advertising of research grants, fellowships and awards.
- f) Ensure appropriate adjudication of research grants, fellowships, and awards for the TSANZ, and that those processes take place in a transparent and equitable manner.
- g) Ensure that appropriate panels of referees for reviewing competitive grants, fellowships and awards of the Society are maintained.
- h) Develop educational strategies to increase the research skills of Members of the Society.
- i) Support and respond to the research needs of the Special Interest Groups of the Society.
- j) Liaise with external bodies including but not limited to NHMRC, ARC and philanthropic organisations, to promote the Society's research goals.
- k) Advise the TSANZ Board on any other matters relevant to research and the Society and respond to Board requests for advice.

2. Membership

- a) The Sub-Committee will be composed of at least eight (8) voting members of the Society.
- b) The Chair of the RSC will be a TSANZ Board Director and will be appointed by the Board.
- c) The membership will comprise of individuals with appropriate research expertise and include a balanced representation of basic, clinical and translational research expertise; encompass different craft groups, including adult and paediatric fields and ensure professional, career duration, gender and geographical diversity.
- d) Nominations will be called for as and when the Sub-Committee needs to expand its membership; with membership approved by the Board on recommendation of the Chair.
- e) Members will hold office for 2 years and can be reappointed for a maximum of a further 2 years.
- f) Members who have already held office for their maximum term can re-apply after a year has passed.
- g) The Sub-Committee has the power to create its working groups and advisory sub-committees, as required, subject to Board approval.
- h) The Sub-Committee has the power to co-opt other members as required until the time of the next Board meeting.

3. Meetings of the Standing Sub-Committee and Reporting

- a) The Sub-Committee will meet virtually or face to face as is necessary and at least two times per year and as determined by the Chair of the RSC.
- a) The Sub-Committee will meet each year face to face at the Annual Scientific Meeting and where possible prior to the AGM.
- b) The Sub-Committee will report to the Board via its Chair at each Board meeting.
- c) As a requirement for membership of the RSC, all members must attend or provide appropriate apology for at least 50% of all meetings.
- d) The Chair shall review and approve the agenda items and advise if an item needs to be added to the agenda.
- e) The Chair shall review and approve the minutes of the meeting before these are circulated to the Committee for confirmation at a subsequent meeting.
- f) The meeting agenda and associated papers will be circulated at least five business days in advance of the meeting.
- g) Secretariat support will be provided by TSANZ office staff.

4. Governance

- a) The Chair of the Sub-Committee will be responsible for ensuring all matters of conflict of interest are documented and managed appropriately.
- b) Any issues of conflict or uncertainty about the operation of the sub-committee will be resolved by the Board.
- c) The Chair of the RSC will not be named as Chief Investigator on research grant applications being adjudicated by the committee. The inclusion of the Chair as an associate investigator in a team application is permitted but should be avoided if possible.
- d) As a mandatory requirement for membership, all members must complete and maintain a Conflict-of-Interest Declaration
- e) The Board has the right to alter the operation of the Sub-Committee and can at its discretion, disband or reconstitute the Sub-Committee.
- f) Membership of the sub-committee is solely on the basis of providing advice to the TSANZ Board and any working relationships or partnerships with other organisations are at the discretion of the Board.
- g) A majority of the members of the Sub-Committee shall constitute a quorum and may, whenever those members deem fit, convene the meeting of the Sub-Committee, provided that either the Chair or the Deputy Chair is among those present.