

TSANZ Conference Steering Committee

Terms of Reference

Purpose: The Conference Steering Committee (CSC) of the TSANZ Annual Scientific Meeting (ASM) will provide oversight for the TSANZ ASM.

1. Role and Responsibilities

The CSC will be responsible for the overarching organisation of the TSANZ ASM and ensuring that the content, quality and reputation is maintained at the highest level. The CSC must work in accordance with the ASM Manual, TSANZ policies and procedures and within the TSANZ Board approved ASM budget.

The TSANZ CSC will:

- a) Recommend a program of conference themes that captures the diversity of practice and requirements of the TSANZ membership to the TSANZ Board.
- b) Within the context of the approved themes recommend international speakers to the TSANZ Board.
- c) Oversee, in partnership with the SIGs, a diverse and linked program of plenary and symposium topics and other related sessions and social functions.
- d) Advise the Board on suitable Wonderful Orators.
- e) Partner with SIGs, TSANZ committees and stakeholders to ensure appropriate educational strategies are developed and implemented within the context of the ASM.
- f) Work with SIGs, TSANZ Committees and stakeholders to ensure the appropriate adjudication of presentations, posters and linked awards at the ASM.
- g) In partnership with the appointed Conference organisers ensure appropriate promotion and advertising of the ASM and linked activities.
- h) Oversee all governance, compliance and budget related activities and decisions.
- i) Advise the TSANZ Board of any critical financial or reputational risks associated with the ASM.
- j) Advise the TSANZ Board on any other matters relevant to the ASM and respond to Board requests for advice.
- k) Undertake a program of reflective review following each ASM to maximise the impact and benefit of the ASM in line with the goals and strategic plans of the TSANZ.

2. Membership

- a) The CSC will be composed of at least eight (8) members of the Society.
- b) The Chair of the CSC will be a Director of the TSANZ and be appointed by the Board.
- c) The Deputy Chair or Immediate past Chair will be a Director of the TSANZ and be appointed by the Board.
- d) To ensure appropriate oversight and continuity the terms of the Board appointed positions will be:
 - a. Deputy Chair – one year
 - b. Chair – two years
 - c. Immediate past Chair - one year

Should the Director tasked to lead the CSC not renew or not be elected for a second term on the TSANZ Board, the Board will act immediately to appoint another Director in an appropriate role.

- e) The membership will comprise a balanced representation of basic, clinical and translational research expertise; encompass different craft groups and ensure career duration, gender and geographical diversity.
- f) 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.
- g) Members will hold office for 2 years and can be reappointed for a maximum of a further 2 years;
- h) Three additional members will be recommended from the Executive of the Branch hosting the ASM and approved by the Board on recommendation of the Chair.
- i) The CEO of the TSANZ will be a permanent member of the CSC
- j) The CSC has the power to co-opt other members as required until the time of the next AGM of the Society and subject to Board approval.
- k) The CSC has the power to create its own advisory sub-committees subject to Board approval.

3. Meetings of the Committee and Reporting

- a) The Committee will meet virtually or face to face as is necessary and at least ten times per year and as determined by the Chair.
 - i. The Committee will be required to regularly manage out of session ASM activity during peak times for the ASM planning. This typically occurs at the selection of plenary and symposiums and abstracts.
- b) The CSC will report to the Board via its Chair at each Board meeting.
- c) As a requirement for membership of the CSC, 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 Committee will be responsible for ensuring all matters of conflict of interest are documented and managed appropriately.
- b) As a mandatory requirement for membership, all members must complete and maintain a Conflict of Interest Declaration;
- c) Any issues of conflict or uncertainty about the operation of the Committee will be resolved by a decision of the Board;
- d) The Board has the right to alter the operation of the Sub-Committee and can at its discretion, disband or reconstitute the Sub-Committee.
- e) 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.
- f) 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.