

# ANZSBT Standing Committees

## Terms of Reference

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### **1. Introduction**

- 1.1 Standing Committees assist Council in delivering the Society's Strategic Plan, promoting the Society's objectives and prioritising issues to be addressed in, but not limited to, the following key areas of blood transfusion: clinical practice improvement, education and transfusion science.

### **2. Composition of Standing Committees**

- 2.1 A Standing Committee will have up to nine financial members of the Society, at least one of whom will be from Council. The composition of the committee will reflect the broad demographic, professional and geographical range of the Society's membership and the particular activity of the committee.
- 2.2 Council has identified that a key goal is encouraging the participation of 'young' (35 years old or under) members of the Society and recommends that a Standing Committee aims to fill at least two committee positions accordingly.

### **3. Standing Committee term of office**

- 3.1 The normal term of office for a Standing Committee is two years. Once appointed a committee member can serve up to three consecutive terms (or six years) without seeking renomination for each successive term.
- 3.2 After serving the prescribed number of terms a committee member is required to stand down and their position becomes vacant. After standing down a former member is eligible to seek nomination for a Standing Committee vacancy without restriction.

### **4. Selection of Standing Committee members**

- 4.1 Positions falling vacant at the end of a Standing Committee's term will be filled at the discretion of Council. If so, Council will call for nominations from the Society's membership. Nominees must:
- (i) Be proposed and seconded by financial members of the Society
  - (ii) Indicate their acceptance of nomination
  - (iii) Provide a brief resume of their relevant experience
- 4.2 Council is responsible for appointing eligible nominees to vacant positions. Council will ensure that the committee has a blend of knowledge, skills and experience and is representative of the demographic, professional and geographical range of the Society's membership.
- 4.3 Successful nominees will be announced by Council at the Society's AGM.

### **5. Casual vacancies**

- 5.1 Where casual vacancies occur during the term of a Standing Committee, Council may choose to fill the vacancy by:
- (i) Approaching a previously co-opted member of the Committee; or
  - (ii) Approaching a previous nominee for the Committee; or
  - (iii) Approaching a member of the Society believed to be interested in joining the Committee; or
  - (iv) Seeking expressions of interest from the Society's members
- 5.2 Members filling casual vacancies will hold office for the remainder of the Committee's current term, with the option of serving a further two consecutive terms.

**6. Office Bearers**

- 6.1 The Chair of a Standing Committee will be nominated by Council. Other officers will be chosen by agreement of the committee's members.

**7. Responsibilities**

- 7.1 *The Standing Committees* are accountable to Council through their Chairs.
- 7.2 The Standing Committees are expected to work collaboratively with each other particularly where activities overlap.
- 7.3 All external communication, for example publications, guidelines or statements from the Standing Committees must be endorsed by Council prior to release. If a media spokesperson is required they must be approved by Council.
- 7.4 The Chairs of the Standing Committees will provide reports on their committee's activities to each Council meeting. They will also present an annual report to the Society's members at the AGM. The annual report should include a review of the committee's activities, its effectiveness and value to stakeholders.
- 7.5 Council will regularly provide reports on the activities of the Standing Committee to the Society's members.

**8. Standing Committee meetings**

- 8.1 The Standing Committees will normally meet by teleconference with provision for face-to-face meetings as necessary (and at the discretion of Council). The frequency of meetings will be determined by each Standing Committee based on the nature and timing of its activities but would be expected to be at least three meetings per year. Face to face meetings will be held in the eastern states of Australia.
- 8.2 Expenditure for Standing Committee meetings and associated activities will be subject to approval by Council.

**9. Record of meetings**

- 9.1 The Standing Committees will keep an agreed written record of each of their meetings and provide a copy to the Society's secretariat for filing.

**10. Working parties**

- 10.1 The Standing Committees may convene Working Parties with specialist or targeted expertise to undertake activities on their behalf. A Working Party will include at least one member of the relevant Standing Committee.

**11. Amendment, Modification or Variation**

- 11.1 These terms of reference will be reviewed at least every 2 years (or otherwise as necessary) and may be amended, varied or modified at the discretion of Council.

Amended 22 Jul 2014.