

Standing Committees

Terms of Reference

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.
- 1.2 Council has also identified that a strategic priority is encouraging 'young' (35 years old or under) members to participate in the Society's representative activities.

2. Composition of Standing Committees

- 2.1 Standing Committees will ordinarily have a maximum of nine members, who will be financial members of the Society, and at least one member will be from Council.
- 2.2 The composition of each committee should reflect the broad demographic, professional and geographical range of the Society's membership and the particular activity of the committee:
 - (i) Additional members may, on request from the committee's Chair or at Council's direction, be co-opted onto a committee to address specific requirements, such as (but not limited to) managing unanticipated workload or a need for relevant expertise or other member attributes.
 - (ii) At least one committee member must be resident and practise in New Zealand.
 - (iii) Standing Committees are encouraged to fill 1-2 positions from early-career members or, if appropriate co-opt them as additional members, as per 2.2 (i).
 - (iv) Committee members do not represent their employers or other professional affiliation(s). Specific targeted representation by key national organisations, stakeholders or industry will not be sought in order to preserve the Society's independence.

3. Standing Committee term of office

- 3.1 Standing Committee members serve terms of two years (or if a casual position [see 5.2] the remaining period). Once appointed committee members can serve up to three consecutive terms (or a maximum of six years) without seeking renomination for each successive term.
- 3.2 After serving the prescribed maximum number of terms committee members automatically stand down and their positions become vacant. After standing down, former committee members are eligible to seek nomination for Standing Committee vacancies without restriction.

4. Selection of Standing Committee members

- 4.1 Standing Committee vacancies occurring at the end of each two-year cycle are filled at the discretion of Council. If vacancies exist, Council will call for nominations from the Society's membership. To be eligible 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 If no eligible or suitable nominations are received Council reserves the right to leave vacancies open or treat them as 'casual vacancies' (see section 5).
- 4.3 Successful nominees will be notified by the Secretariat and formally announced at the Society's AGM.

5. Casual vacancies

- 5.1 Casual vacancies occur when a committee member retires during (or otherwise fails to complete) their current committee term or where a vacancy otherwise remains unfilled as per 4.2. Council may choose to fill casual vacancies 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 do so for the remaining portion of the current (two-year) term, with the option of serving a further two consecutive full terms (see section 3)..

6. Office Bearers

- 6.1 Standing Committee Chairs will be chosen by Council. Other committee officer roles, if required, will be chosen by agreement of committee members.
- 6.2 Council will review the Chairs of the Standing Committees at the end of each (two-year) term and re-appoint or choose new Chairs as desired.

7. Responsibilities

- 7.1 The Standing Committees are accountable to Council.
- 7.2 Standing Committee Chairs are responsible for ensuring the committees meet their aims and objectives and in doing contribute to fulfilling the Society's mission.
- 7.3 Committee members are expected to appropriately contribute to committee activities. Administrative tasks must be shared by committee members with support, where applicable and appropriate, from the Secretariat.
- 7.4 The Standing Committees are expected to work collaboratively with each other particularly where activities overlap.
- 7.5 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.
- 7.6 The Standing Committee Chairs will provide reports on their committee's activities to each Council meeting. They will also table an annual report at the Society's AGM. The annual report should include a review of the committee's activities, its effectiveness and value to stakeholders.
- 7.7 The Standing Committees will also provide regular updates for the Society's membership. These will normally be included in the Society's broader communication with members, for example through the Society's newsletter, website or other appropriate media.

8. Standing Committee meetings

- 8.1 Standing Committees will meet at least four times per year with the actual frequency determined by each committee based on the nature and timing of their activities.
- 8.2 Meetings will be by teleconference.
- 8.3 Committee members are expected to attend at least two-thirds of all meetings during each two-year term. Two consecutive un-notified (where "un-notified" means the member did not advise the Chair or Secretariat)

or three consecutive notified absences from meetings, or other evidence of lack of participation, will be referred to Council to determine what action will be taken.

- 8.4 Face to face meetings are to be regarded as more of an exception rather than the rule i.e. they are only to be held on an ad-hoc basis. It is preferable for Standing Committees to hold their Face to face meetings at the BLOOD meeting for those members who can attend. The Society will not fund attendance or travel of Standing Committee members to BLOOD for these meetings.
- 8.5 If a Face to face meeting (outside of BLOOD) is considered necessary, the Chair of the Standing Committee will have to submit a proposal to Council detailing why a Face to face meeting is necessary and it is up to the discretion of Council whether to approve such a meeting. Face to face meetings (if approved) are to be held on the Australian east coast (i.e. Sydney or Melbourne) unless otherwise agreed by Council.
- 8.6 Expenditure for Standing Committee meetings and associated activities will be subject to approval by Council.

9. *Record of meetings*

- 9.1 Standing Committees will keep a formal written record of their meetings and provide a copy to the Secretariat for the Society's archives.

10. *Working parties*

- 10.1 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 two years, or otherwise as necessary, and may be amended, varied or modified at the discretion of Council.

Reviewed May 2023