

Terms of Reference: Research Standing Committee



1. NAME

The Committee shall be known as the Research Standing Committee of the Cancer Nurses Society of Australia Ltd (CNSA).

2. AIM

The aim of the Research Standing Committee is to promote, facilitate and showcase quality cancer nursing research and the Committee acts in an advisory role to the CNSA Board of Directors by providing expert knowledge, advice and information on matters relevant to cancer nursing research.

3. OBJECTIVES and RESPONSIBILITIES

The role of the Research Standing Committee is to monitor and continuously progress the vision, mission and strategic priorities of the CNSA and provide advice to the CNSA Board on matters related to cancer research.

The specific objectives and responsibilities of the Committee are to:

- Facilitate cancer nurses' professional learning and development through promoting opportunities for research related to improving outcomes in cancer care, service and control
- Set strategic direction for CNSA endeavors in research, endorsed by the Board
- Identify priority research areas, communicate and seek opportunities to progress research priorities
- Foster collaboration in the cancer nursing research community to achieve these aims.

Specific functions of the Research Standing Committee include:

- Provide expert knowledge, advice and information relevant to cancer nursing and multidisciplinary research
- Develop and implement processes and guidelines for the review of research proposals seeking CNSA membership participation
- Provide guidance to CNSA members for research initiatives aligned with CNSA's objectives to promote excellence in cancer care and CNSA strategic priorities
- Provide feedback to external stakeholders who wish to access CNSA membership for research purposes
- Review CNSA research grant applications
- Contribute to annual congress by review of abstracts, involvement in congress planning and through promotion and facilitation of cancer nursing research; and
- Active promotion of relevant research grants and opportunities that may be of interest to CNSA members
- Develop a Committee Annual Plan in line with the CNSA Strategic Plan – for approval by the Board of Directors
- Review, monitor and report performance against this Annual Plan to ensure progress towards the agreed goals in the CNSA Strategic Plan
- Identify, assess, monitor and review risks associated with the Committee and develop strategies to reduce and control these risks
- Support the Board of Directors in policy and advocacy activities on behalf of CNSA – including (but not limited to) the review of policy documents, providing feedback as required; assisting with appropriate CNSA representation on external committees.

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4. MEMBERSHIP

Recruitment of members:

Expressions of interest for membership of this Committee will be called from all Full Members of CNSA for any vacancies to be filled in the next year or if membership on the committee falls below the minimum membership. Nominees will need to complete a nomination form and submit this with their Curriculum Vitae and a one-page statement outlining their interest and fitness for membership of this Committee.

Appointment of members:

The CNSA Board of Directors will appoint the Chair as well as the members of all standing committees and Board sub-committees, in collaboration with the Research Committee.

Membership numbers and terms:

The Committee will consist a minimum of 6 and a maximum of 10 members.

Committee members will be appointed for a term of three (3) years, for a maximum of two (2) consecutive terms, unless special permission for an extended term is granted by the Board of Directors. Committee members are only eligible to stand for re-election for the same Committee, after a break of at least three (3) years, unless standing for re-election as the Chair.

Chair:

The Committee Chair will be appointed by the Board of Directors using a fair and equitable process. Appointment as Chair will be for a term of three (3) years, for a maximum of two (2) consecutive terms. The outgoing Chair, where possible, should remain on the committee for an additional three months to assist with the transition to the new Chair.

The Chair is responsible for setting Committee meeting dates, times and agendas.

The Chair will monitor Committee member progress on actions arising from Committee meetings as directed within the agreed timeframes.

Deputy Chair:

The Deputy Chair shall be appointed from within the committee membership.

The Deputy Chair is responsible for:

- Acting in the role of Chair when the Chair is unavailable; and
- Informing the Chair as to the salient points raised or recommendations agreed to at a meeting where they assume the role of Chair.

Casual vacancies:

If the office of a committee member becomes vacant during the member's term of office, the committee may appoint another CNSA member to fill the vacancy.

Working parties:

The Committee may establish working parties as required for a specific identified purpose, such as the completion of special projects. The terms of reference of any such working parties will be subject to endorsement by the Committee. At the time of commencement of the working party, the expected deliverables and timeframe for disbandment of the working party shall be specified.

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5. MEETINGS

Meeting frequency:

The Research Standing Committee meets monthly, and as needed to support the functions of the committee (i.e., congress abstract review, research grant reviews) via teleconference. The research committee also meets face-to-face once per year at CNSA's Annual Congress.

The Chair reserves the right to call special or supplementary meetings to meet the objectives of the committee.

The Chair may cancel a meeting if there is insufficient business to warrant holding a meeting.

Apologies and proxies:

If a member is to be absent then an apology should be given either through the Secretary or the Chairperson. Committee members are not able to nominate proxies for attendance at meetings they are unable to attend.

Quorum:

A quorum shall consist of at least 50% of appointed members and the Chair for decision making.

Conflicts of interest:

Members should consider any conflict of interest (real or perceived) prior to the commencement of the meeting and either recuse themselves or declare the conflict prior to any discussion. Significant breaches of this procedure will be raised with the Accountable Officer.

Meeting agendas:

A standing agenda includes:

- Welcome & Apologies
 - Acknowledgement of Traditional Owners
 - Conflict of interest declarations
 - Confirmation of previous committee minutes / activity plan
 - Feedback from Board of Directors reporting
- Standing Agenda Items
 - Committee Annual Plan progress
 - Others as relevant
- New Activities
 - New items for the Annual/Work Plan
- Other Business
- Next Meeting

Resolutions:

All decisions are made through consensus or with majority support. If voting is tied, then the Chair has the deciding vote.

Conduct:

Committee members shall act in accordance with the CNSA Code of Conduct at all times.

Record keeping:

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Activities of all meetings will be documented using Minutes and Action Log.

Records are to be kept and maintained by the Secretariat and endorsed by the Committee. Electronic information should be stored on a CNSA shared-drive where access is restricted to appropriate persons.

6. SECRETARIAT

The Committee receives support through CNSA from the CNSA Support Coordinator.

Following approval by the Chair, the CNSA Support Coordinator shall:

- Receive and prepare agenda papers
- Distribute papers to members in sufficient time to allow members to consider them before the meeting
- Generate and distribute minutes of meetings to the Committee according to the agreed timetable
- Communicate with members on matters relating to the conduct of meetings
- Complete any secretariat actions arising from the Committee meeting as directed within the agreed timeframes
- Keep and maintain relevant records on behalf of the Committee.

7. ACCOUNTABILITY, COLLABORATION and REPORTING

The Committee reports to the CNSA Board of Directors and is accountable to the Board of Directors via the Director of Research.

The Committee is required to escalate risks, issues or concerns to the Board of Directors.

The Committee will provide an Annual Report to the Board of Directors in relation to:

- Function and responsibilities
- Achievement against key performance indicators (KPIs)
- Key activities
- Risk management strategies
- Recommendations from relevant external reviews/processes

The Committee will also liaise and/or work collaboratively with other CNSA committees, working groups and the Board of Directors to embed a culture conducive to achieving the vision, mission and strategic priorities of the CNSA.

8. CONFIDENTIALITY

All members and invited persons will ensure the use of any information relating to members, staff members and administrative actions, that is not in the public domain, will only be used for authorised CNSA related purposes. Any unauthorised access or disclosure is prohibited and is considered a breach of confidentiality and serious misconduct and will be dealt with accordingly.

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9. ADOPTION AND AMENDMENT OF TERMS OF REFERENCE

These terms of reference (ToR) were endorsed by the Board of Directors on the 19th June 2019. The Committee will evaluate its ToR, performance and need for continuation on a biennial basis. Amendments to these ToR must be endorsed by the CNSA Board of Directors.

Document control:

Version	Date	Amendments	Approved by
1.0	19/06/2019	Final, subject to review in six-eight months.	Board of Directors
2.0	31.10..2022	Draft for review and approval	