



Executive Committee

**TERMS OF REFERENCE**

**VERSION CONTROL**

Version	Date Approved	Title	Approved By	Next Review
1.0	25/02/2021	Executive Committee Terms of Reference	ANMCTN Executive Committee	25/02/2023
2.0	02/02/2023	Executive Committee Terms of Reference	ANMCTN Executive Committee	01/02/2024
3.0	15/02/2024	Executive Committee Terms of Reference	ANMCTN Executive Committee	01/02/2025

**TABLE OF CONTENTS**

THE AUSTRALASIAN NURSING AND MIDWIFERY CLINICAL TRIALS NETWORK ..... 4

OBJECTIVE ..... 4

NAME..... 4

TYPE AND AUTHORITY ..... 4

PURPOSE..... 5

DUTIES AND SCOPE..... 5

MEMBERSHIP ..... 5

QUORUM ..... 6

MEETING VENUE AND DURATION ..... 6

MEETING ATTENDANCE ..... 6

FREQUENCY OF MEETINGS ..... 6

RESOLUTIONS ..... 6

REPORTING ..... 6

OUT OF SESSION COMMUNICATION ..... 6

DECLARATIONS AND CONFLICTS OF INTEREST ..... 7

CONFIDENTIALITY..... 7

MEETING AGENDA AND MATERIALS ..... 7

CHAIR AND DEPUTY CHAIR..... 7

MINUTES AND ACTIONS ARISING ..... 7

EXECUTIVE OFFICER..... 7

SECRETARIAT ..... 8

REVIEW OF TERMS OF REFERENCE..... 8

## **THE AUSTRALASIAN NURSING AND MIDWIFERY CLINICAL TRIALS NETWORK**

The Australasian Nursing and Midwifery Clinical Trials Network (ANMCTN) is a network of institutions, academic researchers, and industry collaborators who have come together across Australia and New Zealand. The aim of the ANMCTN is to establish and sustain a coordinated nursing and midwifery CRN focused on facilitating high quality, high impact clinical research to improve patient outcomes, advance clinical care through contribution to the evidence base, and improve the efficiency of the healthcare system.

The Founding members of the Australasian Nursing and Midwifery Clinical Trials Network recognise that it is impractical to make provision for every contingency that may arise in the course of the performance of Network. It is the spirit and intent of these Terms of Reference for founding members to recognise and fulfill their collective responsibility in the Australasian Nursing and Midwifery Clinical Trials Network and be part of a world first clinical trial network of nurses, midwives and other research professionals conducting research on models of care to improve the health of individuals, communities and society.

### **OBJECTIVE**

The objectives of the ANMCTN are to:

1. Facilitate high quality research of high impact to improve the nursing and midwifery clinical environment, as well as consumer care, experience, and outcomes;
2. Provide education and leadership opportunities for nurses and midwives who have or are pursuing an active research career;
3. Establish a robust ANMCTN governance structure, business model and support services that supports nurse and midwife-led clinical research projects;
4. Build collaboration with multiple stakeholders to be partners of the network, including those from various geographic regions, health sectors, industries and end-users; and
5. Identify and resource necessary infrastructure required for meeting, capacity, capability, and sustainability requirements.

It is intended that the ANMCTN will pave the way for scientific discovery and translation of evidence into practice to better equip nurses and midwives and the broader healthcare system to provide optimal care for the community.

The following document outlines the Terms of Reference (TOR) for the ANMCTN's Executive Committee and the cooperation between the University and other organisation representatives as members of this committee.

### **NAME**

The name of the committee is the *Australasian Nursing and Midwifery Clinical Trials Network Executive Committee* (hereafter referred to as 'the Executive Committee').

### **TYPE AND AUTHORITY**

The Executive Committee will work in partnership with the Strategic Advisory Committee regarding the ANMCTN's strategic direction in line with its purpose, duties and scope.

## **PURPOSE**

The purpose of the Executive Committee is to support the strategic direction of the ANMCTN and the role and function of the ANMCTN's Executive Officer through:

- Review, feedback, and ratification of Executive Committee papers;
- Discussion of contemporary matters relevant to the business of the ANMCTN;
- Strategic discussion and decision-making with respect to finance and human resources employed directly by the ANMCTN;
- Expert advice, guidance, and monitoring of the ANMCTN's research portfolio; and
- Expert advice on dissemination and promotion of its research program.

## **DUTIES AND SCOPE**

The duties and scope of the Executive Committee are:

- Lead the strategic planning process that identifies the ANMCTN's strategic initiatives in collaboration with the Strategic Advisory Committee;
- Advise on and review the ANMCTN's strategic initiatives as they are developed and executed including approval of the yearly Work Plan and financial commitment to initiatives;
- Oversee strategic initiatives funded by the ANMCTN;
- Review and endorse the Executive Officer role and responsibilities;
- Review and endorse the yearly Work Plan and budget;
- Provide direction to the ANMCTN's activities as guided by its Work Plan;
- Monitor performance of the ANMCTN to ensure the agreed deliverables of the Work Plan are met;
- Monitor the ANMCTN's core funding and high-level fiscal performance;
- Establish and review a risk framework as part of the Governance and strategic management of the ANMCTN's research program;
- Monitor the short-, medium- and long-term outcomes and impact of the ANMCTN's research outputs and advise of appropriate dissemination channels to expand reach of the research; and
- Identify and discuss current matters relevant to the business of the ANMCTN that may impact on its strategy or operations.

## **MEMBERSHIP**

The Executive Committee membership must include, but is not limited to:

- A Chair and Deputy Chair appointed from the Executive Committee members.
- A minimum of two nursing clinical research leaders.
- A minimum of two midwifery clinical research leaders.
- A minimum of two representatives from Australia.
- A minimum of two representatives from New Zealand.
- The ANMCTN Executive Officer (non-voting member).

The Executive Committee membership shall be constituted as follows:

- The Executive Committee must nominate a Chair and Deputy Chair from within its members.
- Membership is based on appropriateness of the individual in their professional role and research expertise, and hence are not time-limited appointments.
- Proxy members are permitted from within the institution.
- Voting rights are transferrable to proxy members only.

- In the event that the Chair resigns, they must give notice to the Executive Committee members in writing. The Deputy Chair will assume caretaker responsibilities for the Executive Committee until a new Chair is appointed.
- Members can resign at any time by giving notice to the Chair in writing. Requirements for and appointment of replacement members are to be tabled for endorsement by the Executive Committee.

## **QUORUM**

A quorum for meetings will consist of half the members, at least one of whom will be either the Chair or Deputy Chair, plus one. If quorum is not achieved at commencement of the meeting:

- the meeting may proceed informally or be adjourned to a date and time determined by the Chair or Deputy Chair; and
- any decision making will be carried over to the following meeting or out of session.

## **MEETING VENUE AND DURATION**

Unless otherwise notified, meetings will be held via web-conferencing facilities. Meetings will normally be 60 minutes duration. Web-conferencing details will be circulated by the Secretariat prior to each meeting as part of the meeting invitation and/or meeting papers.

## **MEETING ATTENDANCE**

Members will participate via teleconference. Members should table an apology if unable to attend. Proxy attendance is permitted and should be made known to the Chair prior to the meeting.

## **FREQUENCY OF MEETINGS**

The Executive Committee will meet on a minimum of six occasions per year. Additional meetings may be coordinated.

## **RESOLUTIONS**

Resolutions are reached through consensus agreement. If consensus is not easily achieved, and a decision required, options will be put to a blinded ballot of all members to be managed by the Executive Officer.

## **REPORTING**

The Strategic Advisory Committee will have a two-way reporting relationship with the Executive Committee. Reporting may be either by verbal report or in writing depending on the nature of the business. Reports will be tabled by the Executive Officer of the ANMCTN.

Matters raised by the Strategic Advisory Committee will be tabled for discussion at the Executive Committee meeting.

## **OUT OF SESSION COMMUNICATION**

Out of session communication will be permitted for important matters between meetings. Feedback, review, or resolution of matters arising will be coordinated via documented responses provided to the Executive Officer within the requested timeframe.

## **DECLARATIONS AND CONFLICTS OF INTEREST**

Individuals must declare a conflict of interest (real or perceived) for an agenda item (or part thereof). Members may also independently raise an individual's interest if they think it may be in conflict with the present discussion.

It is at the discretion of the Chair and other committee members how the conflict is managed (e.g. voting/participation in consensus decision making or retire from the 'room' at that point).

## **CONFIDENTIALITY**

Executive Committee matters are treated as the business of the ANMCTN and its funding partners. Hence, members shall respect the confidentiality of any material tabled, any matters discussed or noted in the meeting minutes, or communicated in writing outside of the meeting.

Exceptions to this include information from publicly available sources or information generated by the ANMCTN that is agreed for public release.

## **MEETING AGENDA AND MATERIALS**

The Secretariat will distribute the agenda and supporting material at least seven days in advance of the meeting unless otherwise noted in writing to the members.

## **CHAIR AND DEPUTY CHAIR**

The Chair and Deputy Chair shall be selected through an expression of interest process of the current Executive Committee members. In the event more than one nomination for each position is received, the Chair and Deputy Chair shall be selected via an anonymous, secret ballot of the committee members.

The key function of the Deputy Chair is to perform the role and function of the Chair in the absence of the Chair.

The term of the Chair and Deputy Chair will be for a minimum of two years from 1 January, the year after they are elected, with the possibility of re-election. If the position of Chair becomes vacant, the Deputy Chair will become the Chair for the remainder of the term. The Deputy Chair will be successor to the Chair at the conclusion of the Chair's term. Where possible, the Chair and Deputy Chair of the Executive Committee will be appointed in the alternate year to the appointment of the Chair and Deputy Chair of the Strategic Advisory Committee to enable orderly chair succession and the continuity of knowledge and relationships between the two committees.

## **MINUTES AND ACTIONS ARISING**

Draft minutes and actions arising will be finalised out of session via email correspondence with the Chair. Minutes and actions arising will be confirmed at the following meeting.

## **EXECUTIVE OFFICER**

The Executive Officer (EO) of the Executive Committee will be an employee of the ANMCTN who will attend for reporting purposes. The EO is a non-voting member of the Executive Committee. The EO is required to table an apology if they are unable to attend.

## **SECRETARIAT**

Secretariat services to the Executive Committee will be coordinated by the Rosemary Bryant AO Research.

## **REVIEW OF TERMS OF REFERENCE**

Terms of Reference of the Executive Committee will be reviewed annually at the first meeting of the calendar year. Changes to the Terms of Reference will be tabled at the following meeting for endorsement.

*Endorsed: 15 February 2024*

**The Australasian Nursing and Midwifery Clinical Trials Network Executive Committee**