



CHAPTER COMMITTEES – TERMS OF REFERENCE

Last Amended:	25 July 2022
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Related Documents	ARMS Constitution. ARMS By-Laws ARMS Strategic Plan: Towards 2025. Chapter Financial Policy. Code of Conduct. Privacy Policy. Delegation of Authority Policy Conflict of Interest Policy.

SCOPE

The aim of the Chapter Committee is to ensure that local ARMS members receive professional development and networking opportunities within their geographical regions and address, where possible, national and international issues of relevance for Research Management Professionals in the delivery of their programs and events.

RESPONSIBILITIES

The role of the Chapter Committee is to contribute to the strategic direction of the ARMS in accordance with the *Strategic Plan, Towards 2025*. To achieve this objective the terms of reference for Chapter Committees are to:

- a) Plan, facilitate and promote Chapter-based professional development and networking opportunities for ARMS Members.
- b) Recommend strategies which develop and support the research management profession.
- c) Provide expert advice on ways the Chapter can engage the network of local Research Management Professionals.
- d) Provide expert opinions on issues of national and international importance for ARMS, and the profession of research management more broadly.

MEMBERSHIP

The Chapter Committee will aim to ensure broad representation of member organisations and interests and may include, but not limited to, representation from: each of the Australian state and/or territory or New Zealand or Singaporean institutions; hospital representative(s); national and/or state research intensive institutions; range of regions; corporate members; and/or personnel with a range of research management expertise.

The Chapter Committee of ARMS will consist of a Chapter Convenor or Co-Convenor and at least two but no more than nine other members such that the Committee consists of a maximum of ten members. The role of the Chapter Convenor is described below.

ELECTION PROCESSES

The members of the Chapter Committee will elect their Convenor or Co-Convenors and any other officers (secretary, treasurer, communications officer) needed to ensure the smooth operation of the Chapter Committee. Officer elections will occur at the annual general meeting of the Chapter. Each Committee member will have defined responsibilities (individual or group).

If the number of nominations received equals the number of vacancies to be filled, the person nominated shall be deemed elected. If insufficient nominations are received to fill all vacancies, further nominations may be received at the annual general meeting. If the number of nominations exceeds the number of vacancies to be filled, a secret ballot will be held.

All members must declare any conflicts of interest in accordance with the Society's Conflict of Interest Policy.

All members of the Committee must be current financial members of ARMS.

Membership of the Committee is for a two-year period for no more than two consecutive terms (i.e., 4 years maximum term). A member may be re-elected to the Committee following a period of at least one year outside the Committee. This term may be waived where a need under exceptional circumstances has been identified by the Convenor or Committee to co-opt a member for a term longer than 4 years.

In the event that a Convenor steps down before their term on the committee expires, the Chapter Committee shall have the power to either:

- a. Elect the current Co-Convenor (if one exists) into the lead role; or
- b. Identify a replacement Convenor by seeking expressions of interest from within the committee. Each committee member will be required to cast a vote in this instance. The person with the greatest votes will be deemed elected.
- c. If no expressions of interest are received from within the committee for the Convenor role, a call for nominations to all Chapter member from within the region will be made via the ARMS Executive Office.

In the event that a committee member(s) steps down before their term expires, the Chapter Committee must seek further nominations from the membership in that region. The call shall be made via the ARMS Executive Office. If the number of nominations received equals the number of vacancies to be filled, the persons nominated shall be deemed elected. If insufficient nominations are received to fill all vacancies, the committee shall have the power to co-opt a replacement without make another call.

Members of the Committee will attend at least 75% of meetings and not miss more than two consecutive meetings without an apology; if a member is unable to commit to this level of participation, then they will stand down at the next election of the Chapter membership.

Proxy delegations may be permitted but should be minimised.

The quorum of the Chapter Committee will be one half of the membership. When a quorum is not present no resolution is to be made, but the members present may discuss matters and make recommendations, which will then be reported to, and ratified by, the next meeting when the quorum is in attendance.

CHAPTER CONVENOR RESPONSIBILITIES

The Chapter Convenor has responsibility for co-ordinating the following activities:

- a. Liaison with Convenors of other Chapters via the Membership Services Committee, ARMS ad-hoc committees and the ARMS Governance, Finance and Audit Committee as required.
- b. With the support of the ARMS Executive Office, oversee meeting management including schedule meetings and notify committee members and preparation and distribution of meeting minutes and agendas.
- c. With the support of the ARMS Executive Office, ensure records relating to the Chapter activities are stored and available in a central repository (dedicated Chapter Dropbox).
- d. Development and oversight of the Chapter budget and expenditure in compliance with the Chapter Financial Policy. Submission of the budget expenditure request must be made to the ARMS Management Accountant on a prescribed template.
- e. Defining the roles of each Chapter Committee member as well as induction of new members into the Committee.
- f. Preparation of Chapter Reports for the Member Services Committee (as required)
- g. Delegation of responsibilities as required.

The Chapter Convenor shall also be an official member of the Member Services Committee. In case of two Co-Convenors, who are sharing the role, one should be nominated as the standing member for the Member Services Committee.

MEETING FORMAT AND FREQUENCY

- a) The Committee will meet at a minimum of three times per year or at other times determined by the Convenor(s).
- b) Meetings will take place either in-person or online.
- c) Meetings will be chaired by the Convenor, or a member delegated by the Convenor.
- d) Additional persons may be invited to attend the meetings at the request of the Convenor on behalf of the Committee to provide advice and assistance where necessary. They have no voting rights and may be requested to leave the meeting at any time by the Convenor.

REPORTING

The Chapter Convenor will report quarterly via the ARMS Membership Services Committee (MSC) on its activities. Chapter Committees will also be requested to provide a report covering all activities during the reporting period (typically 30 June – 1 July). This content will be included in the Society's annual Report to Members.

The Chapter Convenor will make every effort to ensure that agenda and all papers for any scheduled meetings are distributed at least 5 working days prior to the meeting being held.

The Chapter Convenor will ensure all Committee documentation and records are stored centrally with the ARMS Executive Office in a dedicated Dropbox accessible by all Chapter Committee members.

BUDGET

Each Chapter Committee must read this policy in conjunction with the Chapter Financial Policy.

Each Chapter will be provided with an expense allocation on a financial year basis (1 July – 30 June) – refer to Chapter Financial Policy.

Each Chapter shall provide the ARMS Executive Office with a proposed annual budget by the 31 May each year on a template provided by the ARMS Executive Office.

The budget for the Chapter will be managed by the nominated Committee office bearer, such as the Treasurer.

The Executive Office shall also provide quarterly expenditure reports extracted from its central accounting system. Chapter Convenor/Treasurer are required to review all transactions and report any discrepancies to the ARMS Executive Office. Any amendments to the originally provided budget should also be reflected in the quarterly report or brought to the attention of the ARMS Management Accountant.

The ARMS Executive Office will advise Chapter Convenors and/or Treasurer of any income surpluses generated at the end of the financial year from events and programs offered to its members where a fee has been charged. These surpluses may be used to support additional events and programs for its members in the following financial year and cannot be rolled over into subsequent financial years, without the approval of the ARMS Executive Office.

The budget will be a standing item at all committee meetings with the Convenor reporting to the Committee on progress against budget.

STEPPING DOWN FROM THE CHAPTER COMMITTEE

A thank you letter for the service of the Chapter Committee should be prepared and sent to the relevant member from the Chapter Convenor or Co-Convenor.

RECORD KEEPING

To ensure accurate record keeping, the Convenor(s), Secretary and Treasurer will have access to a dedicated Dropbox created by the ARMS Executive Office. The Dropbox has been established to ensure that current Chapter Committees have access to records generated by previous Chapter Committees. The correct use of the Dropbox is essential to ensure that all communications and records created by Chapter Committees are managed in a way that will ensure accessibility by all future. Refer to Guidelines for the Management of Chapter Committee Share Drive for further information.

Version Control

Version	Date of Approval by ARMS Board	Date for review	Circulation	Document owner
Version 1	18 Sept 2012			Executive Office
Version 2	5 July 2019	30 June 202130m	All members	Executive Office
Version 3	25 July 2022	September 2025	All members	Executive Office

