



Australasian Research Management Society

Conferences and Major Events Committee

<i>TERMS OF REFERENCE</i>	
Last amended	25 July 2022
Board Endorsement	25 July 2022
Proposed Review Date	25 September 2025
Related Documents	ARMS Constitution. ARMS Bylaws. ARMS Strategic Plan. ARMS Conference and Major Events Guidelines. Terms of Reference for the Education and Professional Development Committee (EPDC) and the Member Services Committee (MSC). Conflict of Interest Policy.

1. BACKGROUND

Pursuant to section 12 of the ARMS Constitution and Bylaw 4, the Board has the power to create Standing Committees. The Board may also create other ad-hoc committees as required to support the delivery of high-quality benefits to ARMS members.

2. PURPOSE

This Committee shall advise on and oversee major events including the annual flagship conference, the biennial Australasian Ethics Network (AEN) conference and, when necessary, the International Network of Research Management Societies (INORMS) Congress, as well as any other major events held by or in association with the Society from time to time.

3. SCOPE AND RESPONSIBILITIES

- 3.1 To support the development of a program of conferences and major events that reflects the vision, objectives, and strategic plan of the Society.
- 3.2 To oversee, provide advice and direction to conference and major events organising committees regarding alignment of themes, timing, and locations.
- 3.3 To provide as required, guidance and oversight for engagement, including Program Committees in INORMS member association research management societies, other complementary societies and other international organisations as required.
- 3.4 To provide advice and governance support to conference and major events organising committees in seeking and managing sponsorship support for conferences and events.
- 3.5 To provide advice as requested by conference and major event organising committees regarding programming, speakers, and, in association with the Education and Professional Development Committee, professional development associated with a conference or major event.
- 3.6 Comply with the ARMS Conference & Major Events Committee Guidelines.

3.7 Identify and escalate any concerns to the Board as necessary.

4. ESTABLISHMENT AND COMPOSITION OF COMMITTEE

4.1 The Conferences and Major Events Committee is a standing Committee of the Society (By-Law 4.4.3).

4.2 The Conferences and Major Events Committee will consist of:

- a. A Convenor. This role shall be typically occupied by the appointed Board Liaison or any other persons appointed by the Board as may be deemed suitable.
- b. Conference and Events Coordinator (ex officio)
- c. The Convenor of the Society's next two annual Conferences (or annual Conference and INORMS Congress, as appropriate)
- d. The Convenor(s) of other major event(s) planned to be held by the Society in the next two years.
- e. One other member of each of the organising committee for the upcoming annual Conferences.
- f. The Convenor or another member of the organising committee of the previous annual Conference
- g. Where possible, members shall be drawn from a range of institutions and institution types, and shall include members with a variety of interests and expertise
- h. The Chief Operating Officer shall attend the CMEC on a need's basis
- i. Other members of the Society with relevant skills.
- j. And any additional persons appointed by The Board as may be deemed desirable.

4.3 The Board may also appoint any Member of the Board or the Executive Office to serve as liaison with any standing or ad-hoc committee.

4.4 The Board may regularly call for expressions of interest from Members to ensure there is a depth and breadth of expertise represented on the CMEC.

4.5 The CMEC must at least comprise of four (4) but no more than nine (9) other members such that the committee consists of a maximum of ten (10) members.

4.6 All Committee members must declare any conflicts of interest in accordance with the Society's [Conflict of Interest Policy](#)

4.7 All members of the CMEC must be current financial members of the Society.

4.8 The term of membership shall be three (3) years for no more than two (2) consecutive terms, i.e., 6 years maximum. A member may be re-elected to the CMEC following a period of at least one (1) year outside of the Committee. This requirement may be waived where a need has been identified by the Convenor to co-opt a member for a period longer than six (6) years. This clause is enacted under exceptional circumstances only.

4.9 Calls for CMEC membership will be on an annual basis for one-third renewal of Committee positions, as required.

4.10 Conferences and Major Events Committee members will attend at least 75% of scheduled meetings and not miss more than two consecutive meetings without an apology. If a member is unable to attend a scheduled meeting, they are required to provide notes to the Convenor on _____

agenda items. In the instance a committee member has missed more than two meetings without an apology and is unable to commit they will relinquish their membership to that committee or at the discretion of the Convenor.

4.11 Proxy delegations are not permitted.

4.12 A meeting quorum shall be half of the Committee membership. When a quorum is not present no resolution may be made. However, 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. Alternatively, items requiring urgent attention may be decided out-of-session via email circulation and recorded in the minutes of the meeting of the next scheduled meeting.

4.13 If necessary, extraordinary meetings may be held to address urgent matters.

5. MEETING FORMAT AND FREQUENCY

5.1 The CMEC will meet at least three (3) times per annum at a minimum or as required in order to meet its objectives.

5.2 Meetings will take place by videoconference.

5.3 Committee members will attend at least 75% of scheduled meetings and not miss more than two consecutive meetings without an apology. If a committee member is unable to commit to this level of participation, they will stand down as soon as this is known or at the discretion of the Convenor of the Committee.

5.4 If necessary, extraordinary meetings may be held to address urgent matters.

5.5 The ARMS Executive Office shall provide dedicated secretariat support to the Committee – refer to section 6 below.

5.6 Induction will be provided by the Executive Office to new members of the CMEC.

6. ROLE OF CONVENOR

The Convenor shall receive secretariat support from the ARMS Executive Office. This support includes:

6.1 Assistance with scheduling and running of meetings.

6.2 Preparation and distribution of an Agenda for each meeting and formally document decisions and actions in Minutes.

6.3 Circulation of Minutes and papers to Committee members including storage of records centrally.

6.4 Preparation and submission of regular progress reports to the Board (via the Board Liaison).

6.5 Ensuring relevant information is made available to Society members through the website as required.

6.6 Regular liaison with Convenors of other ARMS Standing Committees, Networks and Special Interest Groups as required.

6.7 Induction to new Standing Committee members.

6.8 Chief Operating Officer of the Society will attend the MSC meetings on a need's basis.

7. VERSION CONTROL

Version	Date of Approval	Date for review	Circulation	Document owner
Final	16 November 2016	16 November 2018	ARMS Board, CMEC Members	Executive Office
Updated	August 2022	To be determined	ARMS Board, CMEC Members	ARMS Executive Office
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