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Conferences and Major Events Committee

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| *TERMS OF REFERENCE* | |
| Last amended | New Policy |
| Board Endorsement | 16 November 2016 |
| Proposed Review Date | 16 November 2018 |
| Related Documents | ARMS Constitution, ARMS ByLaws, ARMS Strategic Plan Towards 2025 |

# BACKGROUND

In accordance with ARMS Bylaw 4.1, the ARMS Board (The Board) has the power to create standing Committees pursuant to the ARMS Constitution. The Board may also from time-to-time create an ad hoc committee (Ad Hoc Committee) in respect of a specific matter.

# PURPOSE

Conferences and Major Events Committee

The Conferences and Major Events Committee is a Committee of ARMS (Bylaw 4).

This Committee shall advise on and oversee major events including the annual Society 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 (e.g. the Australasian Research Training Network events).

# SCOPE AND RESPONSIBILITIES

1. To support the development of a program of conferences and major events that reflects the vision, objectives and strategic plan of the Society.
2. To oversee, provide advice and direction to conference and major events organising committees regarding alignment of themes, timing and locations.
3. To provide as required, guidance and oversight for engagement, including Program Committees in sister research management societies, other complementary societies and other international organisations as required.
4. To provide advice and governance support to conference and major events organising committees in seeking and managing sponsorship support for conferences and events.
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.
6. . Comply with the ARMS Conference & Major Events Committee Guidelines.
7. Identify and escalate any concerns to The Board.

# ESTABLISHMENT AND COMPOSTION OF COMMITTEE

1. The Conferences and Major Events Committee will consist of:
   1. A Convenor selected by the Committee and appointed by The Board and any additional persons appointed by The Board as may be deemed desirable,
   2. Conference and Events Coordinator (ex officio)
   3. A Member of Board (Board Liaison)
   4. The Convenor of the Society’s next two annual Conferences (or annual Conference and INORMS Congress, as appropriate)
   5. The Convenor(s) of other major event(s) planned to be held by the Society in the next two years.
   6. One other member of each of the organising committee for the upcoming annual Conferences.
   7. The Convenor or another member of the organising committee of the previous annual Conference
   8. 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
   9. The Chief Operating Officer shall attend the CMEC on a needs basis
   10. Other members of the Society with relevant skills.
   11. And any additional persons appointed by The Board as may be deemed desirable
2. The Board may appoint any Member of the Board or the Executive Office to serve as liaison with any Standing or ad-hoc committee.
3. The Board may regularly call for expressions of interest from Members to ensure there is depth and breadth of expertise represented on Conferences and Major Events Committee.
4. The Conferences and Major Events Committee must at least comprise four but no more than nine other members such that the Committee consists of a maximum of ten members.
5. All members of the Conferences and Major Events Committee must declare any conflicts of interest in accordance with the Society’s [Conflict of Interest Policy](https://researchmanagement.org.au/content/files/6714/6371/8472/Policy_Conflict_of_Interest_finalJune2015.pdf)
6. All members of the Conferences and Major Events Committee must be current financial members of the Society.
7. The term of membership shall be three years for no more than two consecutive terms (i.e. 6 years maximum term). A member may be re-elected to the Conferences and Major Events Committee following a period of at least one year outside 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 years. This clause is enacted under exceptional circumstances only.
8. Calls for Committee Members will be on an annual basis for one-third renewal of Committee positions, as required
9. 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. 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.
10. Proxy delegations are not permitted.
11. A meeting quorum shall be half of the Conferences and Major Events 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. In the instance when quorum is not met but decisions are needed urgently, the Convenor may call for the Committee to provide endorsement via email. If necessary extra-ordinary meetings may be held to address urgent matters or the Convenor can request for feedback/input/decisions via email.
12. The ARMS Executive Office shall provide dedicated secretariat support to the Conferences and Major Events Committee.

# MEETING FORMAT AND FREQUENCY

1. The Conferences and Major Events Committee will meet on a regular basis such that the objectives of the Committee can be met.
2. Meetings will take place by teleconference or skype/zoom. As a minimum, one face to face meeting per annum is permitted provided that expenditure is within the budget. Where possible, the Committee shall endeavour to align a face to face meeting with the dates of the ARMS annual conference or event. Meetings will be chaired by the Convenor or a member delegated by the Convenor.
3. Induction will be provided by the Executive Office to new members of the Conferences and Major Events Committee.

# ROLE OF CONVENOR

Specific responsibilities of the Convenor of the Conferences and Major Events Committee, with support of the Secretariat (ARMS Executive Office), include:

1. Convenor to Chair committee meetings
2. The Convenor will directly consult with the Committee Secretariat on the following activities relating to Chairing and ensuring the success of the committee:
   1. Prepare and distribute meeting Agenda and formally document decisions and actions in Minutes
   2. Review and circulate Minutes and papers to Committee members
   3. Develop an annual Conferences and Major Events Operational Plan and budget, and monitor progress and expenditure as approved by The Board.
   4. Present quarterly progress reports to The Board, or on demand as requested by The Board
3. Convenor and Committee Secretariat, ensure relevant Conference and Events information is made available to Society members through the website.
4. Convenor as required, liaise with Convenors of the other Committees and Special Interest Groups.
5. Liaise with Chapter Convenors on Conferences and Events matters as required.
6. With assistance from the ARMS Executive, provide induction to new Committee members.

VERSION CONTROL

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| Version | Date of Approval | Date for review | Circulation | Document owner |
| Final | 16 November  2016 | 16 November 2018 | ARMS Board | Executive Office |