



Australasian Research Management Society

MEMBER SERVICES COMMITTEE

TERMS OF REFERENCE	
Last amended	25 July 2022
Board Endorsement	25 July 2022
Proposed Review Date	25 September 2025
Related Documents	ARMS Constitution. ARMS By-Laws. ARMS Strategic Plan. Terms of Reference for the Education and Professional Development Committee (EPDC). Terms of Reference for the Conferences and Major Events Committee (CMEC). 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 Member Services Committee is responsible for overseeing and facilitating the development and delivery mechanisms of services to members of the Society, including local Chapters and Special Interest Groups (SIGs), awards and scholarships. This committee shall be a formal channel of communication between the Society and its Chapters, facilitating connectedness and the sharing of ideas. The MSC also assists ARMS in the creation of an internationally connected community of members.

3. SCOPE AND RESPONSIBILITIES

3.1 To oversee the development, promotion and implementation of opportunities and resources to serve the needs of the Society’s members.

3.2 To share knowledge between Chapters and SIGs through exchange of ideas and to identify activities that are likely to benefit all members of the Society.

3.3 To recommend new awards and scholarship schemes which support and celebrate the success of our members and to work with the Education and professional Development Committee in the delivery of appropriate professional development opportunities at the Chapter and SIG Level.

3.4 To provide input on a need’s basis to the Education and Professional Development Committee on training, education and professional development programs which support our members.

3.5 Via the Convenor or Board Liaison for the MSC (refer to clause 4.2), provide quarterly update reports

to the Board pertaining to a) the activities of the committee and (b) education and professional development activities, and other reports as requested by the Board.

3.6 To deliver annual objectives as delegated by the Board, in alignment with the Society's Strategic Plan.

4. ESTABLISHMENT AND COMPOSITION OF COMMITTEE

4.1 The Member Services Committee is a Standing Committee of the Society (By-law 4).

4.2 The Committee will consist of a Convenor. This role shall be typically occupied by the appointed Board Liaison or any other persons appointed by the Board as deemed suitable.

4.3 One convenor from each of the ARMS Chapter Committees (ARMS Bylaw 5) and SIGs will be a nominee to this Committee.

4.4 Representatives from our Special Interest Groups (SIGs) will be invited to attend the MSC meeting on a non-compulsory basis.

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

4.6 All Committee members must be current financial members of the Society.

4.7 The Term of membership for members on the MSC must align with the term of membership of their term as Chapter Convenor.

4.8 Induction will be provided to members at the first scheduled meeting of the MSC for the year.

5. MEETING FORMAT AND FREQUENCY

5.1 The Committee 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 primarily take place by videoconference. Meetings will be chaired by the Convenor, or a member delegated by the Convenor.

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. It is required that each Chapter maintains consistent representation on the Committee.

5.4 If a member is unable to attend a scheduled meeting, they are required to provide notes to the Convenor on agenda items and/or send a proxy to attend on their behalf.

5.5 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.

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

5.7 The ARMS Executive Office shall provide dedicated secretariat support to the Committee.

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
New Policy	16 November 2016	16 November 2018	ARMS Board and MSC Members	Executive Office
Updated	25 July 2022	25 September 2025	ARMS Board and MSC Members	Executive Office

