



ARMS STANDING COMMITTEE GUIDELINES

<i>TERMS OF REFERENCE</i>	
Last amended	
Board Endorsement	22 March 2024
Proposed Review Date	22 March 2026
Related Documents	ARMS Constitution. ARMS Bylaws. ARMS Strategic Plan. Terms of Reference for the ARMS Accreditation Council. Terms of Reference for the Member Services Committee. Terms of Reference for the Conferences and Major Events Committee. Terms of Reference for the ARMS Governance, Finance and Audit Committee. Terms of Reference for the Education and Professional Development Committee. Conflict of Interest Policy.

The purpose of these guidelines is to provide all new ARMS Standing Committee members and Convenors with an overview of their roles and responsibilities.

Step 1: Familiarise yourself with the purpose of the ARMS Standing Committee and its Terms of Reference.

[The Education and Professional Development Committee \(EPDC\)](#) - oversees the development, promotion, operational management, and delivery of the Society’s Accreditation Program (Foundation, Established, and Advanced levels) and other professional development activities to serve the members' needs.

[Governance, Finance, and Audit Committee \(GFAC\)](#) - to ensure that there is a robust and effective process for evaluating the performance of the Board and Board Standing Committees, and to ensure the Board fulfills its legal and functional responsibilities. Further, the committee supports the Board with maintaining the Bylaws and reviewing or developing other policies as necessary. It oversees the rigor and independence of the election processes as well as assists the Board in fulfilling their financial responsibilities by leading the development and review of financial reports, assessing systems of internal controls and adequacy of risk management as well as facilitating auditing processes.

[Conferences and Major Events Committee](#) - advises on and oversees 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).

[Member Services Committee \(MSC\)](#) - 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 is the 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.

Step 2: Get to know the conditions of membership of the Standing Committee.

For example, ensure that you are aware of the ARMS membership requirements, committee terms, attendance requirements, proxy restrictions, and committee recruitment processes.

It is good to reach out to the Convenor/ Chair of your Committee to see if there are any recommended background readings prior to your first committee meeting.

The Convenor/Chair might want to point you to relevant parts of the website or send through prior meeting minutes, for instance, so you come to the first meeting briefed.

Step 3: Note the meeting format and put the meeting dates into your diary.

- All meetings of the Standing Committee shall be online unless there is a requirement for it to be in-person and has been budgeted for. An invite is sent by the ARMS Office.
- Each Standing Committee shall have an assigned secretariat from the ARMS Executive Office who will support the Convenor in the development of the agenda for the meeting, taking of minutes, distributing papers, and following up on any specific actions as directed by the Standing Committee.

Step 4: Try to meet the expectations of the Standing Committee members

- Join the meeting prepared by reading the agenda and any circulated papers beforehand.
- Actively participate in the discussions and decision making
- Be creative and contribute with ideas and suggestions.
- Promote ARMS amongst colleagues and peers.
- Participate in ARMS events and have fun networking.

Guidance for Convenors

The role of the Convenor requires some additional duties and responsibilities. You will be supported by the ARMS Executive Office regarding the meeting administration; however, it is good to be proactive and engage with them in advance of the meeting.

Some of the expectations from the Convenor include:

- You will need to liaise with the ARMS Executive Office at least a week before the meeting to discuss the proposed meeting agenda and any outstanding actions from the previous

meeting.

- When you confirm the agenda, you communicate with the Executive Office. They circulate the agenda and any papers at least one week before the meeting and take minutes at the meeting.
- On the day of the meeting, you will facilitate the discussion and ensure the meeting runs on time and in accordance with the agenda.
- If any actions arising from the meeting, make sure you clarify who is responsible and the timelines for the delivery.
- With assistance from the Executive Office, you might reach out to the new members of the Committee to recommend any relevant background readings prior to their first committee meeting.

For general information about the Society visit the [ARMS Board, Standing Committees and Chapter Committees Guide](#).

