

Conferences and Major Events Committee

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 2016-2018

BACKGROUND

Pursuant to ARMS Bylaw 4.1, the Board has the power to create standing Committees pursuant to the 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

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 assist conference and event organising committees in engaging with sister research management and other societies and with other international organisations as required.
4. To provide advice and governance support to conference and major events organising committees in seeking sponsorship.
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. To operate such bank accounts associated with major events as the Board deems appropriate and permits.

ESTABLISHMENT AND COMPOSITION OF COMMITTEE

7. The Conferences and Major Events Committee is a Committee of ARMS (Bylaw 4).
8. The Conferences and Major Events Committee will consist of a Convenor selected by the Committee and appointed by the Board and any additional persons appointed by the Board as may be deemed desirable, but including:
 - a. Conference and Events Coordinator (ex officio)
 - b. A Member of Board

- 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. Other members of the Society with relevant skills.
9. The Board may appoint any Member of the Board or the Executive Office to serve as liaison with any Standing or ad-hoc committee.
 10. The Board may regularly call for expressions of interest from Members who may wish to be considered for appointment to the Conferences and Major Events Committee.
 11. 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.
 12. All Conferences and Major Events Committee members must declare any conflicts of interest in accordance with the Society's [Conflict of Interest Policy](#)
 13. All Conferences and Major Events Committee members must be current financial members of the Society.
 14. 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 under exceptional circumstances has been identified by the Convenor to co-opt a member for a period longer than six years.
 15. Calls for Committee Members will be on an annual basis for one-third renewal of Committee positions.
 16. 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 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.
 17. Proxy delegations are not permitted.
 18. 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.
 19. If necessary extra-ordinary meetings may be held to address urgent matters.
 20. The ARMS Executive Office shall provide dedicated secretariat support to the Conferences and Major Events Committee.

MEETING FORMAT AND FREQUENCY

21. The Conferences and Major Events Committee will meet on a regular basis such that the objectives of the Committee can be met.
22. 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 ARMS annual conference or event. Meetings will be chaired by the Convenor or a member delegated by the Convenor.
23. Induction will be provided 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 ARMS Executive Office, include:

24. Schedule and run regular meetings.
25. Prepare and distribute an Agenda for each meeting and formally document decisions and actions in Minutes with dedicated support from the ARMS Executive Office.
26. Circulate Minutes and papers to Committee members and ensure records of the Committee are stored centrally by the ARMS Executive Office.
27. Develop an annual Operational Plan and budget, and monitor progress and expenditure as approved by the ARMS Board.
28. Present regular progress reports to the Board.
29. Ensure relevant information is made available to Society members through the website.
30. Regularly liaise with Convenors of the other Committees and Special Interest Groups as required.
31. Liaise with Chapter Convenors on specific matters as required.
32. With assistance from the ARMS Executive, provide induction to new Committee members.
33. The Chief Operating officer shall attend the CMEC on a needs basis.

VERSION CONTROL

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