

To serve the community by fostering safety and quality patient care in anaesthesia, perioperative medicine and pain medicine



**ANZCA Research Foundation
Committee
Terms of Reference**

Version No: 6

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PURPOSE

The ANZCA Research Foundation Committee (“the Committee”) reports to ANZCA Council on its activities. The Committee acts in an advisory capacity to oversee, monitor, provide advice to, take advice and consider recommendations from, and actively promote the ANZCA Research Foundation (“the Foundation”), to assist it in meeting its objectives, which are:

1. To raise funds for medical research and education in Australia, New Zealand and internationally, to:
 - Increase the safety and comfort of patients undergoing all forms of anaesthesia;
 - Improve perioperative outcomes for all patients following surgery or trauma;
 - Improve the treatment of acute pain, cancer pain and persistent non-cancer pain.
2. Monitor and ensure compliance with funding agreements, donor intentions and gift-related legal requirements, by creating, maintaining and reviewing an Endowments/Bequests Compliance Register (‘the Register’).
3. In consultation with Investment Sub-committee and Research Committee, determine achievable strategic targets for the ANZCA Research Foundation Funds (ARFF).

TERMS OF REFERENCE

The roles of the Committee are to:

1. Assess funds available for research annually, taking into account the growth target, investment performance and demand for funds.
2. Assess funds available for overseas aid (OA) and Indigenous health (IH) annually, review grant applications provided through the OA and IH Committees, and make related funding decisions.
3. Support the Foundation’s program of fundraising for research, education, indigenous health and overseas aid programs.
4. Ensure conditions-of-funding compliance using the Register, and periodic review of the ARFF
5. Assist in the development and review of high-level strategic plans and initiatives, providing and taking advice and input.
6. Provide and consider advice on the protection, maintenance and development of the credibility, reputation and public image of the Foundation.
7. Promote the Foundation, its causes and its objectives to appropriate personal and professional contacts and networks.
8. Invite persons with special knowledge or expertise to attend Committee meetings when required to advise on matters related to its functions.
9. Advise ANZCA Council on the promotion, management and activities of the Foundation.

The roles of the Committee do not include:

1. Management of the Foundation and its fundraising program, and the College's research grant program, which are the role of the General Manager, Foundation.
2. The governance of the research grant program and review and selection of research projects for funding grants, which is the role of the Research Committee.
3. The investment strategy of the ARFF, which is the role of the Investment Subcommittee, the Finance and Risk Management Committee (FARM) and Council.

The following are delegated roles from the Council:

1. Undertake promotional activities to support the Foundation.
2. Undertake activities aimed at enhancing the profile of the Foundation.
3. Provide advice in relation to any specific aspect of or issue affecting the Foundation to other committees or functional units of the College.
4. Undertake an annual review compliance with terms and conditions contained in the Register of Endowments and Bequests.
5. In liaison with the Investment subcommittee annually review the performance of the ARFF.
6. Oversee the allocation of research funds annually in accordance with the Foundation Operating Principles.
7. Undertake annual reviews of completion reports and financial acquittals arising from overseas aid and Indigenous health projects funded by the Foundation.
8. In consultation with the Research committee and Investment sub-committee) review the strategic plan for the ARFF.

The following require approval of Council:

1. Appointment of Committee members.
2. Changes to the name or brand of the Foundation.
3. Alterations to the mechanism of annual allocation of funds to the research grant pool (Foundation Operating Principles).

The important groups/roles for coordination/communication for the Committee are:

1. Council (governance)
2. The ANZCA Research Foundation (communication)
3. The ANZCA Research Committee (communication)
4. The ANZCA Clinical Trials Network Executive (communication)
5. The ANZCA Investment sub-committee (which reports to FARM)
6. The ANZCA International Liaison Group (which reports to Executive committee)
7. The ANZCA Indigenous Health and Overseas Aid Committees (which report to PAEC)
8. The ANZCA Faculty of Pain Medicine
9. External groups containing prospective supporters (communication and fundraising)

MEMBERSHIP

1. The membership of the Committee is defined in Regulation 2.
2. Appointment of members will be made in each odd numbered year, for a two year period.
3. Appointment of members will take into account the following factors:
 - a. Enthusiasm for and commitment to the achievement of the Foundation's objectives.
 - b. The existing professional skills within the Committee and the potential to bring new skills that will enhance the effectiveness of the Foundation.
 - c. The capacity of the Committee to generate increased public awareness and profile for the Foundation.
 - d. The capacity of the Committee to enhance the Foundation's fundraising and its access to networks that will assist its fundraising objectives.

MEETINGS

The Committee will meet a minimum of three times per year. A face to face meeting will be held either during or around the time of the ANZCA ASM in May each year with invitations to the Chair of Investment Subcommittee, Chair of Research Committee, GM Finance and IT to review compliance with funding agreements and obligations to donors and sponsors, using the Register, and the performance of the ARFF. Other meetings may be held as face to face, teleconferences, or combination. Collaboration via email is to be encouraged.

A quorum for a meeting will be a majority of the voting members, noting that in committees with an even number of voting members, this is half plus one. If at any time the number of members is less than a quorum, the committee may meet only for discussion purposes.

Questions arising at a meeting of the Committee (either in person, by teleconference or webinar) are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The Chair has a casting vote in addition to a deliberative vote where there is an equality of votes.

For an electronic vote, questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.

The discussions of the Committee are confidential to its members. Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy. The members of the Committee will undertake their work in accordance with relevant ANZCA policies. Bullying, discrimination and harassment will be managed, as relevant, in accordance with the ANZCA Policy on Bullying, Discrimination and Harassment for Fellows and Trainees Acting on behalf of the College or undertaking College functions (available at www.anzca.edu.au/resources/corporate-policies), and staff policies (available by contacting the CEO at ceo@anzca.edu.au).

REPORTING

Meetings will be minuted with the minutes being forwarded to Council. Decisions made electronically will be recorded in the minutes of the next the Committee meeting.

The Committee receives reports from the ANZCA Research Foundation business unit.

ADMINISTRATIVE SUPPORT

Administrative support for the Committee will be from the ANZCA Research Foundation business unit.

FINANCIAL REPORTING AND PLANNING

1. Each ANZCA committee and sub-committee will have 'financial report' as a standing agenda item and will receive regular financial reports from the relevant staff member.
2. The roles of the committee include to:
 - a. develop an annual activity plan and report
 - b. support ANZCA management in decision making, in order to ensure the best possible financial outcome.
3. The roles of the committee do not include the day-to-day financial management of the College (which is the role of ANZCA management).

CHANGE CONTROL REGISTER

Version	Author	Reviewed by	Approved by	Changes
1	R. Packer K. Leslie	Anaesthesia and Pain Medicine Foundation Board	Council – Aug 2012	Creation
2	R. Packer K. Leslie	Anaesthesia and Pain Medicine Foundation Board	Council – April 2013	Revision
3	R. Packer K. Leslie	Anaesthesia and Pain Medicine Foundation Committee	Council e-vote January 2014	Revision
3 (amended)	L Roberts	Council	Council – February 2014	An amendment to the standard wording for ANZCA policies
3 (amended)		ANZCA Executive	Council April 2014	Updating definition of quorum and financial reporting.
3 (amended)	L Roberts		Council September 2014	An amendment to 'meetings'.
3 (amended)	L Roberts	ANZCA Executive	Council April 2015	Amendment to membership
4			Council Sept 2016	A change in name for the committee and board of governors
5	R Waldron		Council July 2017	Incorporation of ensuring funding compliance, Endowments/Bequests Compliance Register, annual f2f meeting for annual reviews of ANZCA Research Foundation Funds
6	R Mitchell R Packer	CEO	Council November 2018	Oversight of Overseas Aid & Indigenous Health grants

Date of next review	May 2020
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