



Scientific Advisory Committee (SAC)

Terms of Reference

The Terms of Reference governs the operations of the Scientific Advisory Committee (SAC). The Board of Directors and the SAC shall review and reassess the Terms of Reference annually.

1.0 Purpose

The purpose of the SAC is to:

- Provide strategic advice to the Board of Directors on scientific matters for the Emergency Medicine Foundation (EMF)
- Consider matters referred to it by the Board of Directors
- Audit research matters referred to it by EMF as well as complaints made to EMF
- Oversee an annual audit of EMF grant administration processes

2.0 Term

This Terms of Reference is effective from 4 October 2017 and will be ongoing until terminated by agreement between the SAC and the EMF Board of Directors.

3.0 Membership

The SAC is comprised of up to eight (8) members:

- One Chair
- Up to three physicians or researchers with Emergency Medicine or related expertise
- Two nationally competitive health or medical researchers
- At least one EMF board member
- The EMF Research Manager or person(s) nominated by the General Manager.

SAC membership will include a diversity of expertise, gender, geographic location and institute affiliation to ensure balanced representation. The position of Chair is appointed by the Board of Directors, who may seek nominations from Emergency Physicians working in Emergency Departments at Queensland Hospitals, but not restricted to these members. Appointment of membership to the SAC, the Board of Director's would be advised for noting.

Membership of SAC is by invitation and the composition will be reviewed annually.

On acceptance of membership of the SAC a member will receive an information pack about EMF and will be required to sign a declaration stating that they understand the role they play at EMF.

4.0 Roles and Responsibilities

The membership of the SAC will commit to:

- Understanding the core business of EMF and agree to adhere to the strategic direction of EMF
- Attending two-thirds (4 of the 6) scheduled meetings per year
- Wholeheartedly champion the EMF strategic direction within and outside of work areas
- Communicating and informing EMF of anything relevant to the successful outcomes of the SAC responsibilities
- Making timely decisions and taking action so as to expedite any EMF processes
- Notifying the EMF Board of Directors as soon as practical of any matter that may be deemed to affect the work of the SAC.

Members of the SAC will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner
- To be given reasonable time to make key decisions
- To be alerted to potential risks and issues that could impact the SAC responsibilities both before and as they arise
- Open and honest discussions
- Ongoing 'health checks' to verify the overall status and 'health' of the committee
- Due respect for their expertise and willingness to contribute to the work of the SAC.

5.0 Meetings

- All meetings will be chaired by the Board-appointed Chair
- A Secretariat will be provided by EMF, this includes:
 - Preparing agendas and supporting papers
 - Preparing meeting notes and information
- Meetings will be held up to six times a year for 2-3 hours maximum at the EMF office or by video or teleconference
- Exceptionally, members of the REP may contribute to the process of a SAC meeting by electronic participation
- If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members
- Ad hoc meetings, video or teleconferences and email communication will occur throughout the year on an as needs basis.

6.0 Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified only with the written approval of the EMF Board of Directors and General Manager.

7.0 Deliverables

The SAC will:

- Support priorities identified in the EMF strategic plan
- Respond to questions from the EMF Board of Directors
- Raise awareness of the EMF Board of Directors to potential value of scientific strategic investments
- Provide recommendations to the EMF Board of Directors
- Ensure good governance of EMF grant administration processes
- Troubleshoot project management post funding by overseeing the annual audit of current grants.

8.0 Resources and Budget

SAC must acquire approval from the EMF Board of Directors if it needs additional resources and/or funding.

9.0 Governance

- The SAC report to the EMF Board of Directors
- The SAC Chair may be required to attend EMF Board meetings
- A meeting quorum will be half the membership plus one
- Decisions are made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the SAC Chair will make the final decision.

10.0 Communications

Members of the SAC may communicate by phone, meetings, email, mailing lists etc. Discussions about EMF matters may be reported back to EMF. If a member wishes to add an item to the agenda of the meeting, the member must contact EMF at least five (5) working days prior to a scheduled SAC meeting. Recommendations from the SAC and communication to the SAC from the EMF Board may be taken by the EMF representative nominated by the General Manager or the SAC Chair.

11.0 Disclosure of personal details

For transparency, the SAC, members' name, qualifications and current position (title and institution) will be listed on the EMF website and in the Annual Report. A copy of each member's CV will be saved on the EMF share drive accessible to the Board of Directors and EMF staff.

12.0 Confidentiality

SAC members are required to sign the EMF Confidentiality Undertaking and must agree not to disclose confidential information acquired in the course of their activity as member of the SAC. SAC members must not use such confidential information other than for the purpose of performing their function as a member of the SAC. SAC members agree to take all reasonable steps necessary to ensure that the confidential information is kept confidential, including secure storage of documents and protection from unauthorised use of their EMF access permissions.

13.0 Payment terms

There are no payments for performance of SAC duties however reasonable travel expenses may be reimbursed upon submission of receipts to the EMF secretariat.