

## **The Raine Study Raine Management Committee**

### **TERMS OF REFERENCE**

#### **1. Context**

In 2017 the Raine Management Committee was formed alongside several other new committees including the Raine Community Advisory Committee, Raine Community Advisory Network, Scientific Review Committee, the SIG Leaders Committee and the Translation Committee. The Raine Management Committee serves to assume overall administrative and financial operations of the Raine Study.

#### **2. Purpose**

The Raine Management Committee's purpose is to review and enable implementation of operational and science plans. The committee assumes overall responsibility to facilitate the effective management and operations of the Raine Study in the key areas of administrative and financial support. The Raine Management Committee ensures communication and coordination between Operational and Scientific components.

#### **3. Role and function of the Raine Management Committee**

The Raine Management Committee will:

- Ensure communication and coordination between Operational and Scientific activities
- Continually review processes in each portfolio and committee
- Develop and review strategic plans for each portfolio and committee
- Negotiate operational resource utilisation by each portfolio
- Review reports from portfolio leaders
- Review reports on finances each quarter
- Identify opportunities for development of operational aspects of The Raine Study

Committees and Portfolios comprise:

- i. Participant Engagement
- ii. Followup
- iii. Operations
- iv. Science
- v. Special Interest Groups
- vi. Translation
- vii. Data and Biosamples
- viii. Communications

Committee members provide reports about their areas' activities to the Raine Management Committee.

#### **4. Membership**

The Raine Management Committee is comprised of:

- Operations Manager (Chair)
- Administrative Officer (Committee Secretary)
- Deputy Operations Manager (Deputy Chair)
- Director (Translation)
- Scientific Director (Science)
- Followup Manager
- Senior Research Officers (by Followup project)
- Scientific Officer (Special Interest Groups)
- Data and Biosamples Manager
- Communications Manager
- Participant

#### **5. Agenda and items**

All agenda items will be forwarded to the Administration Officer prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed at least 1 week prior to the next scheduled meeting.

#### **6. Minutes**

The minutes of each Raine Management Committee meeting will be prepared by the Administrative Officer.

#### **7. Frequency of meetings**

The Raine Management Committee meets once a month.