

The Raine Study Special Interest Group Leaders Committee

TERMS OF REFERENCE

1. Context

In 2017 the establishment of Special Interest Groups (SIG) was ratified by the Raine Study Unincorporated Joint Venture Board. The SIG Leaders Committee brings together the leaders of these SIGs to encourage collaboration between SIGs by identifying and facilitating collaborative multidisciplinary research opportunities, enhancing research practices and utilising the Raine Study resources as effectively and extensively as possible.

2. Purpose

The SIG Leaders Committee serves to identify and facilitate high quality multidisciplinary collaborative research within and between the Special Interest Groups.

3. Roles and functions of the SIG Leaders Committee

The SIG Leaders Committee will be responsible for stimulating and facilitating collaborative development of their area of interest and guiding researchers interested in the area to consider undertaking other multidisciplinary research activities that include identifying collaborative opportunities, research projects and funding.

- Provide a mechanism for communication between SIG leaders
- Develop strategies to encourage new multidisciplinary research project collaborations between SIGs and across partner institutions
- Encourage sharing of best practices between SIGs related to:
 - Attracting talented researchers
 - Developing student research opportunities
 - Developing the capacity of early/mid-career researchers
 - Developing leadership capacity
 - Developing funding opportunities
- Provide input into enhancing processes to manage SIG activities
- Contribute to continuous improvement of data management and data transfer
- Work with the Data and Biosamples Manager to ensure that all SIG data is well curated
- Provide input into strategic science planning

4. General

4.1 Membership

SIG Leaders are appointed by invitation from the Director and Scientific Director and the SIG structure and leadership will be reviewed annually.

The SIG Leaders Committee shall comprise of:

- i. Scientific Director (Chair)
- ii. Administrative Officer (Secretary)
- iii. Director (Deputy Chair)
- iv. SIG Leaders

4.2 Chair

The Committee will be chaired by the Raine Study Scientific Director. Meetings will be convened by the Chair and supported by the Administration Officer.

4.3 Agenda and items

All agenda items will be forwarded to the Administration Officer 3 weeks prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed at least 2 weeks prior to the next scheduled meeting.

4.4 Minutes

The minutes of each SIG Leaders Committee meeting will be prepared by the Administrative Officer.

Full copies of the minutes, including attachments, will be provided to all committee members no later than 2 weeks following each meeting.

By agreement of the group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting.

4.5 Frequency of meetings

The SIG Leaders Committee meets once every six (6) months.

4.6 Proxies to meetings

Members of the committee may nominate a proxy to attend a meeting if the member is unable to attend. The member will brief the proxy about agenda items prior to the meeting.

The Chair will be informed of the substitution at least five working days prior to the scheduled nominated meeting.

The nominated proxy will provide relevant comments/feedback about the attended meeting to the SIG Leader Committee member they are representing.

4.7 Quorum requirements

A quorum will be 10 members.