



# ANZSNR

## Research Sub Committee

<b>Name</b>	<b>ANZSNR Research Sub Committee</b>	
<b>Date</b>	Ratified by the ANZSNR Council in October 2022	
<b>Review/ cessation date</b>	<b>Review</b> <input checked="" type="checkbox"/> Date: 12 months from ratification	<b>Cessation</b> <input type="checkbox"/> Date:
<b>Definition of a Sub- Committee</b>	A group of members, appointed by the ANZSNR Council, who are selected to carry out a specific set of tasks as outlined in their Terms of Reference.	
<b>Aim</b>	To promote and support research in the fields of diagnostic neuroradiology, interventional neuroradiology and head and neck imaging through the administration of research grants.	
<b>Objectives</b>	Specific objectives of the Research Sub Committee may include, but are not limited to: <ul style="list-style-type: none"><li>● Identify and seek funding opportunities to support research grants, this includes sponsorship from industry partners.</li><li>● Set criteria for the awarding of the research grants.</li><li>● Review research grant applications.</li><li>● Make recommendations to the ANZSNR Council regarding the awarding of grants.</li><li>● Identify and promote research opportunities across Australia and New Zealand for the benefit of the members of the ANZSNR.</li></ul>	
<b>Scope</b>	Activities are subject to scope limitations as outlined below. <b>Any activities outside the scope must be referred to the ANZSNR Council for discussion and endorsement.</b>  The <i>Research Sub-Committee</i> has the scope to: <ol style="list-style-type: none"><li>1. Approve expenditure Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li><li>2. Recommend Research grants, subject to ANZSNR Council approval. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></li><li>3. Develop policies and guidelines, subject to ANZSNR Council approval. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></li><li>4. Liaise and report to external bodies, such as industry sponsors Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></li></ol>	

<b><i>Liaison and links</i></b>	<ul style="list-style-type: none"> <li>• ANZSNR Council</li> <li>• ANZSNR Members</li> <li>• Industry Sponsors</li> <li>• RANZCR Research Committee</li> </ul>
<b><i>Membership</i></b>	Membership of the Sub Committee is open to all financial Full Members of the ANZSNR.
<b><i>Governance</i></b>	<p>The Research Sub Committee will report to the ANZSNR Council.</p> <p>The Chair of the Research Sub Committee will be co-opted to the ANZSNR Council and will fill this role whilst Chair.</p> <p>Nominations for membership of the Research Sub Committee will be facilitated through an EOI process and will be ratified by the ANZSNR Council.</p> <p>The Sub Committee will include the following appointed members:</p> <ul style="list-style-type: none"> <li>• At least three (3) but no more than five (5) Members, including a chairperson.</li> <li>• At least one member from New Zealand, where possible.</li> </ul> <p>A Chairperson is to be elected from among the Sub Committee, by the other members, for a two-year period, renewable for a further two-year term. If the Chairperson is not renewing their role, they will remain a member until a new Chairperson is elected.</p>
<b><i>Terms of membership</i></b>	Research sub - committee members will be given a two-year term, after which they can re-apply, through the EOI process, for the role for another two terms.
<b><i>Reporting arrangements</i></b>	<p>The Research Sub Committee are accountable to the ANZSNR Council -</p> <ul style="list-style-type: none"> <li>• The Chair must provide a brief summary report to the ANZSNR Council;</li> <li>• Provide updates on activities of the Research Sub Committee to ANZSNR members at the ANZSNR Annual General Meeting.</li> <li>• Provide updates on the activities of the Research Sub Committee to the Secretariat for publication in the ANZSNR members President's update.</li> <li>• Provide updates to the Secretariat on the activities of the Research Sub Committee for the ANZSNR website.</li> </ul>
<b><i>Quorum for meetings</i></b>	Three (3) Sub Committee members.
<b><i>Meetings</i></b>	<p><b>Research Sub Committee Meetings</b> The Research Sub Committee will meet twice yearly. Additional meetings may occur as determined by the Chairperson.</p> <p><b>Secretariat support</b> The Research Sub Committee will receive administrative, research and analytical support provided by the ANZSNR secretariat.</p> <p><b>Resolutions</b> Must be passed with majority support. If voting is tied, then the Chair has the</p>

	<p>casting vote or the authority to raise the issue with the ANZSNR Council for consideration and final decision.</p>
<p><b>Responsibilities of Research Sub Committee members</b></p>	<p><b>Conduct</b>  All Research Sub Committee members are encouraged to:</p> <ol style="list-style-type: none"> <li>1. Attend meetings and actively participate in discussions at these meetings.</li> <li>2. Contribute to the work of the Research Sub Committee, this includes reviewing grant applications.</li> <li>3. Read and consider agenda papers and minutes of meetings.</li> <li>4. Dedicate time outside of meetings to undertake activities on behalf of ANZSNR, such as drafting of documents, responding to emails, research, provision of advice and otherwise as required.</li> <li>5. Support the development of Research Sub Committee related documents and initiatives as determined by the Research Sub Committee.</li> </ol> <p><b>Conflict of Interest</b>  Members may be required to declare any conflicts of interest that may arise. These are to be recorded in the minutes/reports of the relevant meeting.</p> <p><b>Disputes</b>  Disputes that cannot be satisfactorily resolved within the Research Sub Committee will be referred to the President of ANZSNR for resolution in line with the ANZSNR constitution.</p> <p><b>Confidentiality</b>  Research Sub Committee members must keep matters relevant to individual members of ANZSNR confidential.</p> <p><b>Cost of Operation</b>  The Research Sub Committee will have no specific operating budget, and members will attend meetings at their own cost.</p> <p><b>Responsibilities of the Chair</b>  The Chair will provide oversight of the Research Sub Committee and will be responsible for ensuring that the Research Sub Committee fulfils its functions and acts on assigned tasks in a timely manner. The Chair will approve the agenda for each meeting and chair meetings. The Chair will be responsible for reviewing the draft minutes.</p>