

PSANZ ECR Subcommittee: Terms of Reference



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Mission Statement and Aims

Mission Statement

The mission of the PSANZ ECR Executive is to advocate for the interests of perinatal early career researchers in Australia and New Zealand

Aims

- Identification and representation of the needs of PSANZ ECRs
- Effective communication with the PSANZ Board of Directors
- Ensuring active participation of ECRs in the PSANZ Annual Congress
- Recognition of high quality ECR research through the PSANZ ECR Travel Awards
- Provision of access to opportunities for mentorship, collaboration and career development for PSANZ ECRs

Committee Membership

Diversity

The ECR Executive will, whenever possible, ensure representation of the diverse PSANZ community. Specifically, this should include membership from across the geographic areas of Australia and New Zealand, and from the PSANZ membership disciplines:

- Allied Health
- Basic sciences
- Epidemiology and Public Health
- Neonatology
- Neonatal Nursing
- Midwifery
- Obstetrics

Membership Term

To ensure appropriate opportunities for new members the maximum term of membership on the ECR Executive will be 5 years. In the event of career disruption (e.g. parental or carer leave) the term may be extended to account for the leave period.

New Membership Process

The need for new members will be decided by the ECR Executive members. While there is no maximum or minimum membership limit, it is expected that 5-10 ECR Executive members will be required to ensure appropriately diverse representation of the PSANZ community, and to manage the committee's workload effectively.

The call for new members will be advertised by CorpComm to the PSANZ membership via email, through the PSANZ website, and via social media. Membership applications will be reviewed by the current ECR Executive members and scored according to an agreed assessment process (see Dropbox documents) with successful applications agreed by consensus.

Meetings

ECR Executive Meetings will be held by teleconference and will be arranged with a view to ensuring attendance by as many Executive members as is possible. Those members unable to attend will be offered the opportunity to comment on any agenda items via email. The expectation is that the Executive will meet approximately every 2-3 months, with a minimum of 4 meetings per year.

Roles

ECR Executive members are expected to actively contribute to the Executive throughout the calendar year. Specific roles and portfolios will be distributed as below. The maximum term

of appointment to the chair position is **two years with maximum extension for repeat term of 2 years**, allowing for career disruption as above. Other Executive roles will be reviewed annually, with rotation of roles preferred to ensure equal opportunity amongst members.

Chair

The chair will take a general leadership role within the Executive, with specific responsibilities including:

- Representation of the ECR Executive as a co-opted (non-voting) member of the PSANZ Board of Directors, including attendance of regular board meetings
- Leading communications with CorpComm regarding PSANZ ECR Events, including at the PSANZ Annual Congress
- Communication of any issues or opportunities relevant to ECRs within PSANZ to the Executive members, and to all ECR members of PSANZ
- Overseeing the process of new appointments to the ECR Executive
- Ensuring that the ECR Executive meets regularly as scheduled
- Ensuring that documents relevant to the ECR Executive are up to date and maintained in the PSANZ Dropbox
- Preparing annual and six-monthly PSANZ subcommittee reports for review by the PSANZ Board of Directors as required

PSANZ Annual Congress Representative

One Executive member, in conjunction with the chair, will take primary responsibility for overseeing planning of the PSANZ Congress ECR Event (although all ECR Executive members are expected to participate in planning). Responsibilities include:

- Liaison with the Congress Local Organising Committee (LOC). It is expected that the LOC will include at least one local ECR, and the ECR Executive members may assist with appointment of such a representative if requested
- Ensuring the chosen venue and time of the event meet the needs of ECRs attending the Congress
- Identifying and inviting appropriate speakers/participants
- Liaison with CorpComm regarding scheduling, communication, registration, and catering requirements
- Assistance with identifying and communicating with sponsors for the session

Social Media Lead

One Executive member will take primary responsibility for PSANZ ECR social media content. This should include:

- Publicising PSANZ ECR events and awards
- Identifying other events relevant to PSANZ ECRs (PSANZ Congress, PSANZ IMPACT Meetings, meetings of affiliated or related societies)
- Highlighting achievements by PSANZ ECRs
- Creating and managing PSANZ ECR linkedin page/social media page

- Identifying opportunities relevant to the PSANZ ECR Community

Secretary and Communications

One Executive member will be primarily responsible for the documentation and communication activities of the Executive. This will include:

- Taking and circulating minutes of ECR Executive meetings and saving these minutes in the PSANZ Dropbox.
- Maintenance of the PSANZ ECR website in conjunction with CorpComm, to ensure content is up to date and relevant to PSANZ ECRs
- Other communications activities relevant to the committee, e.g., emails to CorpComm, invited speakers for ECR events.

ECR Travel Awards Lead (role for deputy chair)

One Executive member will lead the process for the ECR Travel Awards, given at each PSANZ Annual Congress. This includes overseeing:

- Review of the Travel Award Terms of Reference document, application document, and score sheet, with all ECR Executive Committee members, and revision of these documents if required
- Advertisement of award application process in September/October of each year in conjunction with CorpComm, and using social media channels
- Leading the awards judging process by the Executive members, including allocation of applications for scoring and collation of scores
- Drafting/amending the awards notification letter for successful and unsuccessful applicants

PSANZ Annual Congress

The ECR Executive are responsible for the organisation of the PSANZ ECR Event at the PSANZ Annual Congress. The aim is to provide an event that best meets the needs of ECRs working in perinatal research, with a focus on areas such as careers advice, mentorship, collaboration, and funding. This will be led the ECR Executive Chair, and the nominated PSANZ Annual Congress Representative (see role description above)