

8 February 2017

CBNS Outreach Sub-Committee – Terms of Reference

This Committee is a sub-committee of the CBNS Education Committee*.

** The Education Committee is tasked to design, promote, deliver and evaluate an annual series of education-based events that builds the capacity of members of the CBNS.*

Objectives

1. In a collaborative, inclusive and transparent manner, identify opportunities for members of CBNS to contribute to outreach, through community or industry related activities, events, and media liaison.
2. Design, promote, deliver and evaluate an annual series of outreach activities.
3. Liaise with the Social Dimensions team and Centre to build and strengthen existing relationships with external organisations, groups and individuals.
4. Foster a culture within the CBNS of articulate, outward communication, in particular through the active use of social media channels and public representations of the research that occurs.
5. Ensure members from across all nodes have opportunities to engage in an equitable way.
6. Report back to the CBNS (Manager and/or Communications Advisor) on committee activities and provide content (text, images, video) that can be used to report on events, for example web-based news, Twitter posts and the CBNS Annual Report.
7. Work with the CBNS Education Committee when required to ensure strong collaboration and synergies can occur between the two committees.

Membership

1. The Outreach Sub-Committee (the Sub-Committee) is comprised of a Chair, Deputy Chair, Secretary, and two representatives (Post doctorate researcher and PhD candidate) from each CBNS node.
2. Representative members are not permitted to be members of both the Education Committee and the Outreach Sub-Committee concurrently. This may be overruled where events or activities of either committee intersect on the provision that written consent is received by the Sub-Committee Chair from the proposed representative's PhD supervisor (if applicable) or Group Leader.
3. The position of Chair, Deputy Chair and representatives (Postdoc and PhD) from each node, may be rotated on an annual basis, or when required due to attrition.
 - a. If a change to Chair and/or Deputy Chair position is required, nominations of Chief Investigators and/or Postdocs from the Sub-Committee should be sent through to the Secretary and voting will be conducted at the last meeting each year or when required. A quorum of one-third of the members of the Sub-Committee must be achieved in order for voting to be ratified. Final approval from the Director of the CBNS will be required for the role of Chair.
 - b. Node representatives (Postdoc and PhD): Nominations from node leaders should be sent through to the Secretary. Representatives are able to hold their position for greater than one year if desired, providing another nomination for the position has not been received.
4. Any changes to the Sub-Committee membership during the term of appointment, should comply with the following processes:
 - a. If the Chair steps down from the role, the Deputy Chair will become the Acting Chair until voting for a new Chair is conducted (i.e. at the last meeting for the year).
 - b. If a representative (Postdoc or PhD) steps down from their role, a new representative should be identified with guidance from the node Chief Investigator(s). NOTE: It is the responsibility of the outgoing representative to ensure that i) the position is filled prior to stepping down from the role OR ii) the process to identify a new representative has been initiated.

Meetings:

1. The Sub-Committee holds meetings each month, on the third Wednesday. Members are required to attend all meetings.
2. Each node needs to be represented at these meetings. If unable to attend, apologies should be sent in advance to the Secretary. It is the responsibility of the member to ensure that a representative is able to attend in his/her place.
3. Representative Chairs and/or Deputy Chairs are welcome to sit in on either the Education Committee or Outreach Sub-Committee meetings.

Roles and responsibilities of committee chair:

1. Agree to the above Terms of Reference.
2. Ensure meetings are conducted on time and that committee objectives are met.
3. Ensure all members participate in delivery of actions.
4. Encourage a culture of active collaboration between the Sub-Committee and Education Committee.

Roles and responsibilities of the secretary:

1. Agree to the above Terms of Reference.
2. Distribute the meeting agenda and any associated papers at least one week prior to the meeting.
3. Pre-book video conferencing, when required.
4. Record and distribute meeting minutes within one week following each committee meeting.

Roles and responsibilities of committee representatives:

1. Agree to the above Terms of Reference.
2. Attend meetings and be involved in working groups of the Sub-Committee.
3. Ensure information is disseminated from the Sub-Committee meetings to the relevant node leaders and research communities.
4. Provide feedback and comments from representative nodes to the Sub-Committee.
5. Assist with meeting actions and the organisation and delivery of workshops and other activities initiated by the Sub-Committee.