

# **Terms of Reference for the Research Subcommittee of the Board**

**October 2008**

## **Role**

The Research Subcommittee makes recommendations to the Board on the research objectives and activities that are facilitated by the Institute.

The Research Subcommittee supports the Board with its responsibility to ensure that these research activities are rigorous and relevant, are in accordance with the principles and criteria identified in the Institute's Research Strategy, are delivering on objectives within agreed timeframes, and are in accordance with the BMWHI Constitution, Strategic Plan and Business Plan.

## **Objectives**

The Research Subcommittee will:

- Advise on process for defining and implementing research.
- Advise on the development and review of the BMWHI Research Strategy including research principles and policies.
- Provide information and recommendations to the Board with regard to new research proposals.
- Review progress of research projects and ensure that the Board is updated on progress.
- Ensure that the Board is advised of any significant variation in research projects and its impact on income and costs.
- Ensure that the research activities are in accordance with the Strategic and Business Plans and Research Strategy.
- Provide advice and recommendations to the Board to support its ability to consider the impacts of its decisions on key stakeholders, partners and the organisation.
- Assist the establishment of effective research linkage between the Institute and its member organisations
- Identify potential sources of research funding
- Support research proposals including assistance with applications for funding in conjunction with researchers
- Advise on members of research teams to implement research projects.

## **Members:**

Subcommittee members will be BMWHI Board Directors or staff of member organisations nominated by the Board Director, and employees of the BMWHI.

Members will be appointed by the Board. Staff members will be appointed by the Board following consultation with the Executive.

Membership of the Subcommittee will comprise:

At least three Board Directors, one of whom will be the Chair of the Subcommittee

At least one external invited member (non Board and non staff) with research expertise  
BMWHI Research Director

Members of the Subcommittee will be appointed for a term of 12 months, with the opportunity for renewal.

The Subcommittee may invite others with relevant expertise to attend meetings as required. All Board Directors and the Executive Director may be in attendance.

### **Meeting process**

The Research Subcommittee will meet quarterly, once between each board meeting.

A quorum will be three members. All meetings must have a Board Director present.

In the absence of the Chair of the Subcommittee, the Chair of the Subcommittee or the Chair of the Board of Directors will appoint a temporary Chairperson, who will be a Board Director.

There is no provision for proxies should members be unable to attend the meeting.

Minutes of the meeting will be recorded, endorsed and signed by the Chair of the Subcommittee and filed. Members of the Subcommittee will receive minutes in five working days.

### **Record keeping**

Record keeping of minutes and papers relating to the meeting are the responsibility of the BMWHI Research Director. As this is a Board subcommittee, minutes and papers should be permanently archived.

### **Reporting**

The Chair of the Research Subcommittee, in conjunction with the Research Director, will provide written quarterly reports to the Board. These will include:

- A project status report
- Progress on implementation of the BMWHI Research Strategy
- Significant issues to be considered by the Board as appropriate

Minutes of the Subcommittee meetings will be circulated to Board Directors and included in the meeting papers of the Board for noting.

### **Review of Terms of Reference**

The terms of reference and membership of the Research Subcommittee will be reviewed by the Board annually. The Board will periodically review the life of all Subcommittees.

These Terms of Reference were endorsed by the BMWHI Board on October 20, 2008