

The Australia Institute Research Committee

TERMS OF REFERENCE

The Terms of Reference govern the operations of the Research Committee. The Australia Institute Board, in consultation with the Research Committee, will review and endorse the Terms of Reference biannually.

Purpose

The Research Committee is established to oversee the Australia Institute's research program, ensuring that the research undertaken is scientific in nature (including social sciences) and that it is, or may prove to be, of value to Australia.

Responsibilities

The Research Committee has the power to determine the research activities to be funded from the Research Fund ("Gift Fund").

In carrying out its delegated responsibility, the Research Committee will

- a) determine the Australia Institute's Approved Research Areas;
- b) provide the Australia Institute with advice on issues affecting research and its research program; and
- c) quality assurance practices.

Membership

The Research Committee shall consist of at least five people, the majority of whom are appropriately qualified in fields of research relevant to the Institute's priority research areas or have appropriate experience in reviewing research.

At least one member of the Committee will be a member of the Board.

The Committee will:

- be periodically refreshed to ensure that members provide the Institute with new ideas, relationships, constituencies, and energy,
- be characterised by diversity – in terms of skills, backgrounds, gender, experience, and anticipated contribution to the Committee.

The Research Committee may elect a Chair and Deputy Chair from among its members.

Appointments

Membership of the Research Committee is subject to the prior approval of the approving authority, and persons should be nominated based on their proven ability to direct a research program, as evidenced by their academic qualifications and professional appointments.

Potential members are identified by Research Committee or the Australia Institute Board.

The Research Committee will consider any nomination, and if agreed by the Committee, a recommendation is made to the Board for endorsement.

Decision-making regarding membership should consider the diversity of experience and circumstances, including gender, career stage, geographic location, type of employer, practice areas, research experience and interests.

Once the Board approves, the nominee will be contacted by the Research Committee Chair and invited to join the Research Committee. On acceptance, the Secretary will request in writing a 'consent to act' and a current CV. Upon receipt of these documents, the Secretary will seek approval from the approving authority.

Meetings

The Research Committee shall meet at least twice per year.

Minutes of meetings will be kept and tabled at the next board meeting.

The Executive Director and Research Director shall generally be required to attend all meetings of the Research Committee. Other staff may attend meetings as required at the Executive Director's discretion or the Committee's request.

Quorum

A quorum shall not be less than three members.