



Australian and New Zealand Bone and Mineral Society

Early Career Investigator Committee Terms of Reference

1. Mission

- 1.1 The mission of the Australian & New Zealand Bone and Mineral Society (ANZBMS) is to be the premier Australasian society in the field of bone and mineral metabolism through promoting excellence in bone and mineral research, fostering the integration of clinical and basic science, and facilitating the translation of our science to health care and clinical practice.
- 1.2 The Early Career Investigator Committee (ECIC), formed in February 2017, is a sub-committee of the ANZBMS appointed by Council to help shape the future of bone and mineral research in Australia and New Zealand by fostering active engagement of early career investigators within the ANZBMS, supporting professional development of early career investigators and facilitating interactions between junior and senior members of all disciplines.

2. Objectives

- 2.1 To act in collaboration with the ANZBMS senior committee and foster active engagement of early career investigators (ECIs) within the ANZBMS
- 2.2 To promote activities that engage ECIs and senior members in open dialogue and collaborative initiatives
- 2.3 To increase ECI awareness of research trends and application of new technologies in bone and mineral research
- 2.4 To increase engagement of clinical trainees and improve training in bone and mineral metabolism
- 2.5 Active involvement in scientific and social programs at the ANZBMS Annual Scientific Meeting
- 2.6 To foster science communication and engagement with the public
- 2.7 To facilitate translation of scientific findings to industry and government
- 2.8 To raise the national and international profiles of ANZBMS ECIs

3. Definition of an Early Career Investigator

Current higher degree or current researcher within 10 years from the award of a PhD/MD.

4. Committee Structure

The ECIC committee will consist of at least 2 Co-Chairs and 8 members.

4.1 Duration of Term 24 months.

Half of the inaugural council will remain for a duration of 32 months to prevent all members leaving at the same time. This half will consist of one member from each representation (Career Development, Clinical Training, Communications, and Events).

The maximum period of office on the ECIC is two (2) terms.

4.1.1 Special Considerations

In the event that an ECIC member is unable to complete their 24-month term, the ANZBMS council and ECIC Co-Chairs will elect a new ECIC member from the ECI applicants who applied for the current term but were not elected.

4.2 Application to become an ECIC Member

- Meet the definition of an Early Career Investigator
- Current member of the ANZBMS for at least 12 months
- Submission of an application letter and CV

Previous members of the ECIC committee will be permitted to re-apply for a position on the committee but they are not guaranteed a position automatically and will need to go through the same review and selection process as all other applicants. The maximum period of office on the ECIC is two (2) terms. After this period, members will no longer be eligible to re-apply for any position on the committee.

All ECIC committee members will be elected by the existing ECIC through an anonymous ballot system and the final decision will be ratified by the ANZBMS President/Council.

Once appointed, ECIC members will be able to nominate themselves to become career development, clinical, communications, or events representative. Where there are more nominees than available positions for a particular representation (career development/clinical training/communications/events), the ECIC will decide by majority vote.

4.3 Co-Chair

The ECIC has 2 Co-Chairs. At the time of ECIC change of over (of outgoing members who have completed their terms and new incoming members), all current ECIC members (i.e. members staying on and new members) will be given the opportunity to indicate whether they wish to be considered for the position of 'Co-Chair'. Co-Chairs will be appointed by the current ECIC and the outgoing ECIC members by an anonymous ballot system and the final decision will be ratified by the ANZBMS President/Council.

ECIC Co-Chairs may not serve more than two consecutive 24-month terms. At the completion of the first 24-month term, if a Co-Chair wishes to continue in this role for another, they will need to go through the same review and selection process as all

other members who have expressed interest in the Co-Chair position at that time (i.e. they are not guaranteed the Co-Chair position automatically).

Once a Co-Chair has completed their term/s, they will remain on the ECIC for an additional 12 months as an *ex-officio* ECIC member with voting rights. They will be the formal representative of the ECIC on the ANZBMS Program Organising Committee during this time.

5. Roles and Responsibilities of Committee Members

All committee members should be actively involved in brainstorming new ideas, developing future programs, providing regular feedback and updates on responsibilities, and evaluating past programs of the ECIC.

5.1 Career Development Representatives (3)

- Plan and head ECIC initiatives aimed at career development of early career investigators.
- In collaboration with the Events Representatives, plan and organise events focussed on career development at the ANZBMS ASM.
- In collaboration with the Communications Representatives, formulate regular emails for the ECI mailing list advertising ECIC initiatives and events.
- In collaboration with the Communications Representatives, disseminate information on relevant grants, scholarships and awards aimed at ECIs.
- Prepare a final year report 2 weeks prior to the Annual ECIC Meeting.

5.2 Clinical Training Representatives (2)

- Liaise with the Endocrinology Specialist Advisory Committee (SAC) and ANZBMS Representative.
- Plan and head ECIC initiatives aimed at increasing engagement of clinical trainees and improving training in bone and mineral metabolism.
- In collaboration with the Events Representatives, plan and organise events focussed on clinical training at the ANZBMS ASM.
- Plan and organise the annual 'Clinical cases in metabolic bone diseases' seminar to be held during the ANZBMS ASM.
- Prepare a final year report 2 weeks prior to the Annual ECIC Meeting.

5.3 Communications Representatives (2)

- Responsible for drafting minutes of meetings and any communications of the ECIC committee.
- Drafting of the Annual Minutes from the Annual ECIC Meeting.
- Liaise with the Career Development Representatives to formulate regular ECI specific emails.
- Liaise with the ANZBMS Communications Committee to manage the ANZBMS website and other social media platforms.
- The Co-Chairs will be responsible for drafting the Annual ECIC Report to be sent to Council and for circulation and discussion at the ANZBMS ASM.
- Prepare a final year report 2 weeks prior to the Annual ECIC Meeting.

5.4 Events Representative (3)

- Plan and oversee ECIC initiatives at the ANZBMS ASM in collaboration with the Career Development and Clinical Representatives.

- Engaging with ECIs from the ANZBMS regarding activities that could be included at events or throughout the year.
- Plan and oversee other ECIC Events.
- Prepare a final year report 2 weeks prior to the Annual ECIC Meeting.

6. Governance and Procedures

6.1 Meetings

Meetings are held quarterly or as requested by the Co-Chairs. Such meetings may be i) face-to-face ii) via teleconference or iii) via email discussion, or a combination of these.

6.2 Minutes

Minutes of each meeting (quarterly ECIC or annual ECIC meeting) will be kept by the Communications Representatives, signed off by the Co-Chairs and circulated to the ECIC within one week from the date of the meeting.

6.3 Committee actions required between meetings

Committee actions required between meetings may be undertaken without a meeting, using the email provisions for a full meeting and ratified at the next ECIC meeting to be filed with the minutes of the proceedings of that meeting.

6.4 Attendance

In addition to members of the ECIC, advisers and other parties external to the ANZBMS may be invited by the Co-Chair/s as a special guest attending in a non-voting capacity.

6.5 Voting

As far as possible, decisions or recommendations of the ECIC will be made by consensus. Where consensus cannot be reached, the majority of votes of the members of the ECIC will be used to decide or recommend. In the event of an equality of votes, the Co-Chairs shall have a second or casting vote. Typically, such voting will be via written ballot or email communication.

Members are expected to respond to all communications in a timely manner where a decision is required.

6.6 Quorum

Five voting members.

6.7 Adherence to standards

6.7.1 All matters relating to the ECIC are confidential. Where confidentiality is breached by a member, membership of the ECIC may be discontinued.

6.7.2 Where a member is operating outside the scope of these Terms of Reference, membership of the ECIC may be discontinued.

6.7.3 Conflict of interest. Members with potential conflicts of interest relating to particular topics must disclose these to the ECIC in a timely manner. Depending on the nature and level of conflict of interest, the member/s may be asked to recuse themselves from discussion and advice.

6.8 Reporting

The Committee reports via the Co-Chairs, to the ANZBMS in writing. Minutes of the meetings are recorded and forwarded to the Council.