

ANZBMS – Meetings Committee

Terms of Reference –update 12/11/2019

Purpose

The purpose of the ANZBMS Meetings Committee is to support ANZBMS Council in developing and delivering ANZBMS-supported meetings. ANZBMS Council expects the MC to:

- Develop strategies for future meeting organisation, including (but not limited to) the annual scientific meeting (ASM), advanced clinical trainee workshops, and other educational meetings (eg Densitometry Course).
- Identify locations for future ASMs.
- Identify and propose program organisation committee chairs for future ASMs.
- Advise Council on the merits of partnering with other organisations for future meetings.
- Lead discussions with partner organisations for future joint meetings.
- Liaise with the nominated Professional Conference Organiser (PCO) to manage the ASM and its sponsorship.
- Develop strategies for funding future meetings.
- Promote the interests of ANZBMS to stakeholders.
- Take a pro-active role in supporting and developing the mission of ANZBMS.
- Undertake activities requested by ANZBMS Council.

Membership

- Six to ten members of ANZBMS
- Chaired by the ANZBMS President-Elect
- To include current and most recent former program organising committee chairs
- To include one member of the early career investigator committee.
- Membership is for two years and can be renewed.

Accountability

- Accountable to ANZBMS Council

Meetings

- Formal meetings will occur at least twice per year
- Telephone conferencing will be used for regular meetings throughout the year
- Meetings will be chaired by the President-Elect.
- Administrative support will be provided by Council Secretariat

Review

The relevance, value and terms of reference of the MC will be reviewed by ANZBMS Council every two years.

Code of conduct for ANZBMS Conferences¹

ANZBMS is committed to be productive and inclusive for event participants and staff, regardless of age, ethnicity, race, gender identity or expression, sexual orientation, disabilities, religion, marital status, or any other reason unrelated to professional performance. We require all ANZBMS conference participants, employees, presenters, speakers, volunteers, and exhibitors to abide by this Code of Conduct.

ANZBMS Conferences and events are central to professional training and networking in our discipline. Consequently, they are an extension of the workplace environment. As such, all university, or institutional rules regarding appropriate behaviour apply in these contexts. The ANZBMS will not tolerate harassment of participants, or staff, in any form, nor will ANZBMS tolerate victimisation of complainants for reporting of misconduct.

Please follow these guidelines:

- All communication should be appropriate for a professional audience, including people of many different backgrounds.
- Communicate openly with respect for others, critiquing ideas rather than individuals and maintaining collegiality. This includes civility in discourse and mutual respect for differences in background, expertise, and points of views. Collegiality does not imply agreement on scientific, social, or personal issues.
- Respect the intellectual property of others: photographs, recordings, or other reproductions of material in talks, slides, posters, or artwork should not be disseminated, including through social media, without the permission of the author.
- Behaviour that is acceptable to one person may not be acceptable to another. Use discretion to ensure that words and actions communicate respect for others. This is especially important for those in positions of seniority, as those in more junior positions may be reluctant to express their objections or discomfort regarding unwelcome behaviour.
- Sexist, racist, or exclusionary comments or jokes are not appropriate; this includes offensive comments or images related to gender, sexual orientation, disability, physical appearance, body size, race or religion.
- Treat everyone with respect and courtesy and without discrimination or harassment. Harassment is repeated behaviour that is directed at an individual, or group, and is offensive, humiliating, intimidating or threatening. Harassment can include inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent. Sexual Harassment is unlawful under the *Sex Discrimination Act 1984* (Cth).
- Conflicts of interest, where they exist, should be declared at the start of any presentation.

When requested to cease inappropriate behaviour, participants in ANZBMS Conferences are expected to comply immediately. Conference attendees violating this code of conduct may be asked to leave the event at the sole discretion of the organisers (i.e. the Professional

¹ This code of conduct is based on the "London Code of Conduct" designed for the conference "Accurate Astrophysics. Correct Cosmology", 2015, and on the American Association of Physical Anthropologists and the Society for Vertebrate Paleontology 2019 Codes of Conduct

Conference Organisers, Program Organising Committee Chair, or Local Organising Committee Chair) without a refund of any charge.

Australian and New Zealand Bone and Mineral Society Equity, Diversity and Inclusion Policy

In adherence to the ANZBMS Equity, Diversity and Inclusion Policy, this sub-committee will proactively reflect on and embed processes that ensure all responsibilities and activities promote and address equity, inclusion and diversity matters relevant to the sub-committee's responsibilities.