



Australian and New Zealand Bone and Mineral Society

Therapeutics Committee Terms of Reference

1. Overview

- 1.1 The mission of the 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 Therapeutics Committee (TC) is a standing committee of the ANZBMS Council appointed by Council to advise on strategic management and specific issues relating to bone and mineral diseases' diagnosis and management including dietary, physical, pharmacological and surgical therapies.
- 1.3 This work is viewed as specialized. It is necessary that members of this committee possess excellent specialist clinical skills in bone and mineral diseases and are knowledgeable in the science of bone and mineral disorders.
- 1.4 The TC via the Chair makes recommendations to the Council.

2. Detailed Purpose and Objectives of the Therapeutics Committee

- 2.1 At the request of Council to respond to requests for advice on the diagnosis and management of bone and mineral disorders from:
 - 2.1.1 Government organizations
 - 2.1.2 Companies
 - 2.1.3 Media and external organization.
- 2.2 To develop strategic documents to advise ANZBMS Council on ways to support clinical practice including consideration of updating old practice guidelines
- 2.3 Facilitating and advising on the introduction of new dietary, physical, pharmacological and surgical therapies into practice in Australia and New Zealand.
- 2.4 At the request of Council to provide advice on the appointment of representatives to external Committees concerning management of bone and mineral disorders.

3. Membership

- 3.1 The Therapeutics Committee will have a minimum of 5 voting members and should include:
 - 3.1.1 Council members with appropriate expertise and interest.
 - 3.1.2 Members of the Society with appropriate expertise and interest
 - 3.1.3 At the discretion of the chair of the Committee non-voting members may be co-opted who do not have Society membership to provide expertise on specific topics

- 3.1.4 The Chair may invite up to two members of the Early Career Investigators Committee of the ANZBMS as non-voting/observing members.
- 3.2 Members of the TC are appointed by Council, on recommendation from the Chair, for a two year term renewable for up to 2 terms except when Council wishes to retain their services, for example at the of the term for the Chair, to allow ongoing advice to the committee.
- 4. Governance and procedures**
- 4.1 **Chair** The ANZBMS Council appoints the Chair who will also be an *ex officio* member of the ANZBMS Council without voting rights. The Chair may not serve more than two consecutive two-year terms. Following their term they may be eligible to serve as the Past Chair for up to 2 years if approved by Council.
- 4.2 **Secretary** The ANZBMS Secretary will be responsible for organising and recording the business of the meetings. The ANZBMS Secretary will also arrange circulation of minutes and action points with the approval of the Chair. In addition the ANZBMS Secretary will also provide secretarial support to the Chair in the ongoing business of the meeting
- 4.3 **Meetings** Meetings are held quarterly or as requested by the TC chair. Such meetings may be i) face to face ii) by telephone hook iii) video hook up or iv) email discussion or by a combination of these. Final decisions will be communicated by email to members prior to final reporting to the ANZBMS Council by the Chair.
- 4.4 **Voting** As far as possible, recommendations of the TC will be made by consensus. Any non-consensual recommendations shall be resolved by a majority of votes of the members of the TC, with the voting split communicated to the ANZBMS Council. In the event of an equality of votes, the Chair of the meeting shall have a second or casting vote. Typically such voting will be via written ballot or email communication.
- 4.4.1 Members are expected to respond to all communications where a decision is required.
- 4.5 **Committee actions required between quarterly meetings** Committee actions required between quarterly meetings may be undertaken without a meeting using the email provisions for a full meeting and ratified at the next TC meeting to be filed with the minutes of the proceedings of that meeting.
- 4.6 **Task groups** Task groups may be formed to expedite advice on specific topics for consideration by the full committee.
- 4.7 **Attendance** In addition to the members of the TC, Council members are invited to attend as observers. Advisers and other parties external to the ANZBMS Society may be invited by the Chair as a special guest attending in a non-voting capacity.
- 4.8 **Minutes** Minutes of each quarterly meeting will be kept by the Secretary and signed off by the TC Chair.
- 4.9 **Reporting** The Committee reports via the Chair, to ANZBMS Council in writing. Minutes of meetings are recorded and forwarded to the Council.
- 4.10 **Quorum** Five voting members
- 4.11 **Adherence to standards:**
- 4.11.1 All matters relating to the TC are confidential. Where confidentiality is breached by a member, membership of the TC will be discontinued.

- 4.11.2 Where a member is operating outside the scope of these Terms of Reference, consideration will be given to discontinuing membership.
- 4.11.3 Conflict of interest. Members with potential conflicts of interest relating to particular topics must reveal those to the TC and if necessary recuse themselves from discussion and advice.
- 4.11.4 Under certain circumstances the TC Chair may advise ANZBMS Council that membership of the Committee should be revoked.
- 4.12 **Review** The role and function of the Committee and its members will be reviewed annually by ANZBMS Council and the Chair of the TC.

Code of conduct for ANZBMS Council and Committees¹

ANZBMS is committed to be productive and inclusive for all members 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 members of Council, all Committee members, and ANZBMS employees to abide by this Code of Conduct.

ANZBMS Council and committees 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 organisation including people of many different backgrounds.
- 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.
- 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.
- Use ANZBMS property and money efficiently, carefully and honestly with due authorisation and without misappropriation
- 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, whether personal or professional, should be declared at the start of any meeting of the Council or Committees.

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

Participants in ANZBMS Council and our Committees who are asked to stop any inappropriate behaviour are expected to comply immediately.

Council or Committee members violating this code of conduct may be asked to resign from the Council or Committee(s).

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.