



**RANZCO**

The Royal Australian  
and New Zealand  
College of Ophthalmologists

# Scientific Program Committee Terms of Reference

*The terms of reference stipulates the requirements and processes the Scientific Program Committee shall adhere to in order to accomplish its stated purpose or goal.*

**Approved by:** Board

**Approval date:** 21 May 2014

**Version:** Final

- **TITLE**

Scientific Program Committee

- **TYPE**

The Committee is a standing committee of RANZCO.

- **PURPOSE**

The Committee is responsible for the development of the scientific program for RANZCO's Annual Scientific Congress.

- **MEMBERSHIP AND APPOINTMENT**

The membership shall include the President as an ex-officio member, an executive committee consisting of up to eleven members and a panel of reviewers.

**Executive**

Members must have acted as a reviewer for at least three years to be eligible to sit on the Executive.

- Chair of the Committee
- Two invited speaker / named lecture representatives
- Two free papers/poster representatives
- Two course and symposia representatives
- One/two film festival representative/s
- Local convener (for the year of the Congress and the year after for the May and November meetings).

**Review Panel**

Members of the Executive are also reviewers, and some can review more than one speciality area.

Each reviewer focuses on reviewing abstracts within their special interest area/s.

- Two-four cataract/refractive reviewers
- Two-four glaucoma reviewers
- Two-four retina reviewers
- Two genetics reviewers
- Two oculoplastics reviewers
- Two uveitis reviewers
- Two oncology reviewers
- Two neuro-ophthalmology reviewers

- Two paediatrics reviewers
- Two cornea reviewers
- One representative from The Australasian Ophthalmic Vision Sciences Meeting (AOVSM).

Ideally the Chair is to be elected by and from the members of the Executive, or if no suitable candidate is identified by appointment through the Board, and is subject to Board approval. The immediate past Chair can remain on the Executive for a three year term.

Nominations from the Chair are considered and appointments made by the Board following calls for expressions of interest for membership of the Committee.

Preferably, Committee members (including the Chair) will remain in the position for a term of three years, with the option of up to three further one-year terms. In the event that the Chair is unable to continue the position as Chair due to resignation or any other reason, the Committee should elect from its membership a Chair to fill the vacancy for the duration and completion of the remaining term, and inform the Board accordingly. If no one is available to take up the Chair from current members the Committee may co-opt a Fellow for this purpose and seek endorsement from the Board.

Any vacant non-Chair positions may be filled on a casual basis with consent of the Committee members for the remainder of the term.

Members of the Review Panel are appointed initially for a period of three years and then reviewed annually. Members are appointed for a maximum of nine years.

The Committee is committed to achieving a minimum of 35% female membership.

## • **Liaison**

The Scientific Program Committee works with the Congress Local Organising Committee, RANZCO's GM, Community Relations and Congress, the Professional Conference Organiser, the Industry Liaison Committee, the Australasian Ophthalmic Vision Sciences, and with appointed Congress Board representatives. Typically Liaison is to be coordinated through College staff.

## • **QUORUM**

Half the number of members (or as otherwise determined by the Board) must be present in person or on tele/video conference for any determination to be made or business transacted by the Committee. The Chair need not be present to form a quorum and may assign a proxy.

## • **MEETINGS, MINUTES AND REPORTS**

The Executive will meet at least once a year, face to face, ideally on Tuesday

lunchtime at the Annual Scientific Congress. Additional meetings will be arranged via

teleconference. Time: usually March, May and August; meetings start 7.00 pm AEST. There are no meeting requirements for members of the review panel. Committee decisions may also be made out-of-session if majority support is reached. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled Committee meeting.

Secretariat support will be provided by the College.

Only Executive Committee members have voting rights. If voting is tied, the Chair will have the deciding vote.

Minutes of meetings must be recorded and sent within 14 days for agreement by members. Any recognised or potential conflict of interest is to be declared and recorded in the minutes.

All formal correspondence with other parties should be conducted through the College.

## **SCOPE**

The Committees responsibilities can be broken down into the following areas.

### **Courses and Symposia**

- Whole Committee receive and review submissions for courses/symposia prior to teleconference (usually held in May).
- Executive course and symposia reps to:
  - Present reviewed selections at teleconference where suggested courses/ symposia are to be accepted.
  - Confirm placement of sessions with the College after teleconference.

### **Invited Speakers**

- Reviewer's judge nominations for invited speakers (any Fellow can nominate).
- Executive invited speaker reps to:
  - Present nominations at teleconference (usually May).
  - Maintain planning documents which flag confirmed or preferred nominated speakers from year to year to assist the Committee when making decisions.
  - Liaise with the College to ensure invitations are sent to the nominated speakers each year.

### **Free Papers/Posters**

- Reviewers judge abstract submissions. Each member to focus on the abstracts within their special interest.
- Executive paper/poster reps to:
  - Liaise with the College/PCO to confirm which submissions will be Posters, Papers or rejected.
  - Confirm who from the Committee will chair rapid fire sessions and judge posters.

### **Film Festival**

- Receive and review all film submissions and provide Committee with a list of films to be accepted into film festival (usually at the August teleconference).

The Committee may:

- Inform and develop policies and guidelines
- Establish sub-committees or working groups
- Recommend projects for the College to undertake
- Review and recommend the amendment of strategic priorities, purpose and/or objectives of the Committee in alignment with College Strategy.

The Committee may not:

- Approve expenditure
- Initiate any medico-political action or communication orally or in writing any information on any such matter to any person or public authority

**In addition to the above the Committee Chair responsibilities include:**

- Overseeing the development of the Scientific Program for the Annual Scientific Congress
- Organising the timetable for the Scientific Sessions in coordination with College representatives
- Ensure accurate agendas and minutes
- Ensure outcomes are achieved in a timely basis
- Chair the Executive meetings
- Work with the GM Community Relations and the Professional Congress Organiser to plan and implement the scientific program
- Overseeing the responsibilities of the Executive
- Report to the RANZCO Board on behalf of the Committee
- Liaise with the Local Organising Committee in regards to ensuring adequate space and a cohesive Congress.

## • RESPONSIBILITIES OF COMMITTEE MEMBERS

Members are expected to:

1. Attend Committee meetings and actively participate in discussion.
2. Read Agenda papers and Minutes of meetings.
3. Keep matters relevant to individual Fellows or specific cases of patient care confidential; and maintain confidentiality on matters of importance or that can affect the interests of RANZCO and/or the specialty of ophthalmology.
4. Act with care and diligence and in the best interests of the Committee and RANZCO.
5. Keep abreast of key issues, including bi-national & international developments that may impact on the work and areas of responsibility of the Committee.
6. Dedicate time outside of Committee meetings to undertake Committee-related activities such as drafting of documents, research, provision of advice and others as required.
7. Assist in the development of relationships with College partners and stakeholders

Committee members' appointment shall cease if they:

- Resign from the Committee in writing
- Fail to attend three consecutive meetings
- Breach confidentiality
- Act in a manner that is detrimental to the interests and objectives of the Committee or College
- Are deemed by the Board to be consistently underperforming.

## • **COMMITTEE PERFORMANCE AND REVIEW**

A report of the key objectives and achievements of the Committee for the previous financial year is to be provided by the Chair to the Board by 31 July each year for potential inclusion in the College's Annual Report. A plan for the year ahead noting key objectives is to be provided at the same time.

The Committee Chair shall also report to the Board by 31 July each year on the adequacy of contributions made by members.

The template reporting form is at **Attachment A**.

The Terms of Reference shall be reviewed every three years or as otherwise directed by the Board.

## Attachment A: Annual Committee Reporting Form

Committee Title: \_\_\_\_\_

Chair: \_\_\_\_\_ Year: \_\_\_\_\_

1. Key objectives at year start:

2. Key achievements at year end:

3. Have members' contributions been adequate? List key contributions by members.

4. Further comments (e.g. underperformance by members):

5. Plan for the new year, noting key objectives:

Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_