

ESSA Research Committee Terms of Reference

Terms of Reference

1. Purpose

The Research Committee exists to define and support delivery of ESSA research priorities and activities, as well as assist with the translation and dissemination of exercise and sports science research for the benefit of ESSA professionals.

2. Definitions

In these Terms of Reference:

Board means the National Board of ESSA

Chief Executive Officer means the Chief Executive Officer of ESSA

ESSA means Exercise and Sports Science Australia

Research Committee means the Research Committee of ESSA

Publications Committee means the Publications Committee of ESSA

3. Roles and responsibilities

Activities to be undertaken include:

- a. Provision of advice to ESSA as required regarding research and research administration, and stakeholder engagement in support of ESSA research priorities and activities and the development of ESSA professionals.
- b. Develop, recommend, and support implementation of the ESSA research strategy.
- c. Identify and recommend relevant reports and articles to guide the future research activities of ESSA.
- d. Provide advice regarding the financial commitment to ESSA funded research and/or the financial contribution to external research projects.
- e. Lead the call, criteria and assessment for the ESSA Medal, ESSA research grants or other funding as required, and recommend the preferred nominee or applicant(s) to the Chief Executive Officer.
- f. Assess and approve proposals for research related activities aligned with ESSA research strategy and priorities, including proposals for in-kind support from ESSA and letters of support if required.
- g. Review research outputs arising from ESSA-funded research and provide feedback to authors.
- h. Provision of advice regarding Research to Practice Conference Provide advice when required in support of the ESSA Publications Committee to ensure research publications endorsed and supported by ESSA, including position statements, consensus statements, clinical guidelines and collaborative position statements, align with ESSA research priorities and strategy or otherwise have relevance to ESSA membership.

- i. Provide advice to the ESSA Standards Council and Accreditation Council on translation of research to practice/research-based evidence to support best practice.
- j. Other research related activities as required from time to time under the direction of the Chief Executive Officer.

4. Authority

The Research Committee is a Committee of ESSA. As such its general powers are limited to providing advice and recommendations to the Chief Executive Officer. Any decision-making powers will be delegated to the Committee by Chief Executive Officer.

The Research Committee is to operate within these Terms of Reference.

5. Composition and structure

The Chair and the membership of the Research Committee are appointed by the Chief Executive Officer following a call for Expressions of Interest to the ESSA membership. Expressions of Interest will be reviewed by existing Research Committee members and recommendations brought to the Chief Executive Officer for consideration and decision.

Chair

The Chair of the Research Committee should have a recognised track record in the conduct of exercise and sports science research, with experience leading or chairing a committee.

The Chair will be appointed by the Chief Executive Officer from amongst the members for three years and may be renewed annually thereafter for a maximum of three years at the discretion of the Chief Executive Officer.

Membership

The Research Committee will have up to 10 members, including the Chair, who are suitably experienced in research and practice and are representative of the breadth of practice of exercise and sports science ESSA professionals. Diversity, equity and track record relative to opportunity will be considered when appointing new members.

Composition of the Committee:

- A maximum of 10 expert/senior contributors with extensive experience in the area/various domains of exercise and sports science. The inclusion of senior practitioners/practitioner academics will be encouraged where practical.
- Research Program Advisor, ESSA – Ex-officio
- Research and Project Support Officer, ESSA (secretariat) – Ex-officio
- Manager, ESSA Policy and Advocacy Unit – Ex-officio
- Chief Executive Officer – Ex-officio

The Research Committee may choose to appoint a Deputy Chair from amongst the members to assume an Acting Chair role in times of absence of the Chair or in circumstances where the Chair may hold a conflict of interest in relation to an agenda item.

6. Terms of appointment

Members of the Research Committee will be appointed for up to a three (3) year term. Members can re-nominate for the committee at the end of their term.

Members of the Research Committee cannot simultaneously hold membership of the Publications Committee or vice versa.

7. Responsibilities of Chair and Members

Chair

- a. Chair the Research Committee meetings.
- b. Meet with the Research Program Advisor and Research and Project Support Officer to prepare an agenda that will promote and further ESSA research strategy and priorities for the benefit of ESSA professionals.
- c. Report on the status of action items and ensure progression of action items.

The Deputy Chair will assume the responsibilities of the Chair as required.

Members

- a. The Chair and members will make and recommend decisions which reflect the best interests of ESSA and the membership.
- b. Will declare and manage all conflicts of interest with honesty and integrity.
- c. Read the agenda and the materials in advance of the meeting.
- d. Monitoring and reviewing action items.
- e. Be an active participant in meetings.
- f. Agree to attend all meetings at the rate of not less than 50 per cent or an absence of more than two (2) consecutive meetings without reasonable excuse and approval for a leave of absence from the Chair. Failure to attend two consecutive ordinary meetings without cause may lead to a member being removed from the committee.

8. Ways of working

The Research Committee is to meet a minimum of eight (8) times per year.

Ad hoc meetings or activities may take place throughout the course of the year in support of the efficient conduct of Committee business.

A quorum shall be 50 per cent plus one (1) of the Members of the Committee.

Voting:

- a. Members shall have full voting rights.
- b. Decisions of the Committee shall be by majority vote if a vote is required.

- c. Persons who are not Members of the Committee but are invited to attend or hold an ex-officio position, shall not have voting rights.

The agenda and background papers should be circulated at least seven (7) working days prior to a meeting to allow sufficient time for review.

The Research Committee shall communicate, cooperate, and provide or seek advice as required with the Publications Committee to jointly further ESSA research and publication and related activities for the benefit of ESSA.

The Secretariat will forward all communications to the Committee via the Chair.

Communications with any other Committee or Working Group shall be via the Chair with a copy to the Secretariat.

9. Reporting

The Research Committee will:

- Report as required and appropriate to the Board and Chief Executive Officer.
- Submit papers to the Board, as appropriate, regarding ESSA research activities.
- Support the promotion and dissemination of the ESSA research strategy and research activities of the Research Committee to ESSA internal and external stakeholders.

The Secretariat will be responsible for producing minutes of the Research Committee meetings.

Should the Committee wish to inform ESSA members of its activities, a report shall be prepared by the Chair and a copy forwarded to the Chief Executive Officer for approval and dissemination.

10. Administrative and budgetary support

Secretariat support for the Research Committee derives from the Policy and Advocacy Unit.

Additional support for the Publications Committee may be requested.

Funding will be available for Committee Member honorariums, videoconference facilities, and face-to-face meetings, as required.

Committee Members have no delegated financial authority. Proposals by the Committee for any project funding must be provided to the ESSA Board, via the Chief Executive Officer.

11. Related documents

1. Committees of the Company By-law
2. Committee policies/procedures and Accreditation policies/procedures.
3. Governance Framework
4. ESSA Research Publication Development Guideline
5. Conflict of Interest policy

6. Recruitment, Resignation and Removal of Contributors policy
7. Code of Conduct for ESSA Workers
8. Sitting Fees policy

12. Version history

| Date | Version | Details |
|----------|---------|--|
| Oct 2018 | 1 | New document |
| May 2022 | 2 | <p>Harmonisation of wording and clauses with the Publications Committee where relevant. Clarification on purpose, and roles and responsibilities, composition/structure, terms, ways of working.</p> <p>Added:</p> <p>Manager of Policy and Advocacy Unit as an ex-officio member, ability of committees to elect deputy chairs, responsibilities of Chair and members section.</p> <p>Approved by the CEO on 31 May 2022.</p> |
| Aug 2023 | 3 | <p>Transfer to new template.</p> <p>Updates: Definitions added; quorum updated; Secretariat title updated; voting process added; communications processes added; reporting requirements updated; funding processes updated; policy list/titles updated.</p> <p>Approved by the CEO on 1 August 2023</p> |