



Terms of Reference for Australia and New Zealand Transplant and Cellular Therapies Limited Scientific Meeting Committee

1. Background

ANZTCT represents healthcare professionals involved in transplantation and cellular therapies in Australia and New Zealand. The Scientific Meeting Committee provides oversight of all activities relating to scientific and educational meetings, events and philanthropic fundraising, of the ANZTCT. The ANZTCT Scientific Meeting Committee reports directly to the ANZTCT Board.

2. Role of the Registry Committee

The Scientific Meeting Committee will provide leadership and oversight of the development of ANZTCT Annual General and Scientific Meetings (AGM/ASM), educational events, and activities. The Scientific Meeting Committee ensures consistency, relevancy, diversity, sponsorship balance and alignment to the mission, vision, and values of ANZTCT.

3. Objectives of the Registry Committee

- 3.1. To advise and provide leadership on matters related to scientific and education meetings.
- 3.2. To develop and recommended AGM/ASM programme content, delivery method, sponsorship prospectus and schedule.
- 3.3. To review and endorse commercial and non-commercial sponsors in supporting ANZTCT philanthropic, fundraising and event activities.



3.4. To advise and recommend content and activities that ensures academic and scientific accuracy, relevancy and engages the diverse disciplines supporting the TCT community.

3.5. To review the outcomes of the ANZTCT AGM/AS meetings, educational events, and activities and make recommendations for improvement.

4. Responsibility

The responsibilities of the Scientific Meeting Committee is to meet regularly to and achieve the following:

4.1 Advise and act at the ANZTCT Board of Director's request on matters relating to ANZTCT Scientific Meeting.

4.2 Review programme content, local organisers, keynote speakers and presenters to ensure a diverse mix is maintained.

4.3 Review feedback and outcomes of ANZTCT annual meetings, educational events activities.

4.4 Make decisions, give direction, and provide leadership on all aspects of ANZTCT Scientific Meeting, as directed by the ANZTCT Board of Directors.

5. Membership and Appointment

Membership of the Scientific Meeting Committee is open to all professionals who are members of the ANZTCT. Members of the committee will be appointed by the board in response to a call out for expressions of interest. Composition of the committee will include:

- ANZTCT Board director
- TCT Scientists
- TCT Nurses
- TTCT Allied Health Specialists (Including Pharmacists, PTs, OTs, Dieticians, Social workers, psychologists)
- Data Managers and ANZTCT registry staff
- Quality Mangers
- TCT Physician
- Arrow Foundation representative to promote patient education and as an ANZTCT partner



- Stem Cell Donors Australia representative as an ANZTCT Partner

The committee membership will balance ANZTCT board membership, diversity in disease expertise, professional disciplines, registry science expertise, autologous and allogeneic haematopoietic stem cell transplantation expertise, CART and other cellular therapy expertise, geographic and background representation. The Committee will include a Chairperson, Deputy chair, Secretary, and Treasurer who are appointed by the ANZTCT Board, for a period of 3 years with the option to renew for a maximum of 3 terms.

5.1 Chairperson: The chairperson will be the ANZTCT chair or a delegated board member and is responsible for the overall direction and coordination of the Committee. Their specific responsibilities include:

5.1.1 Setting the agenda and chairing meetings of the Committee

5.1.2 Coordinating the Committee's activities and ensuring they align with the ANZTCT's strategic objectives

5.1.3 Representing the Committee at the ANZTCT Board on four appointed meetings per calendar year, and reporting back to the Committee on Board activities and decisions

5.1.4 Facilitating communication and collaboration among Committee members

5.1.5 Encouraging the participation of all Committee members in the Committee's activities

5.1.6 Liaising with other ANZTCT committees and Committees

5.1.7 Preparing and presenting the Committee's annual report at the ANZTCT Annual General Meeting

5.2 Deputy Chair: The Deputy Chair works closely with the Chairperson to help manage the activities and operations of the group. They provide support and share the workload, contributing to decision-making, planning, and execution of tasks. Their specific responsibilities include:



5.2.1 Serving as a backup to the Chairperson so that in their absence they lead meetings, make decisions, and ensure that the group's work continues smoothly.

5.2.2 They may liaise with other Committee members, stakeholders, and external parties to ensure that the group's tasks are completed on time and information is effectively shared.

5.2.3 May be asked to represent the Committee.

5.3 Secretary: The secretary is responsible for keeping records of minutes and activities for liaising with the ANZTCT Board on behalf of the Committee. Their specific responsibilities include:

5.3.1 Preparing and distributing agendas and minutes of Committee meetings

5.3.2 Maintaining a record of Committee activities and decisions

5.3.3 Coordinating and communication among Committee members, including sharing relevant information from the ANZTCT Board and other committees.

5.3.4 Liaising with the ANZTCT Board on behalf of the Committee, including presenting reports and recommendations

5.3.5 Assisting the Chairperson with the preparation and presentation of the Committee's annual report

5.4 Treasurer: The Treasurer is responsible for managing the finances of the committee and preparing financial reports for the ANZTCT Board. Their specific responsibilities include:

5.4.1 Developing and annual budget for the committee, in consultation with the Chairperson and other committee members.

5.4.2 Managing the committee's finances, including accurate records of income and expenditures.



5.4.3 Reporting on the committee's finances to the ANZTCT Board, including preparing and presenting financial reports

5.4.4 Ensuring that the committee complies with all relevant financial regulations and guidelines

5.4.5 Coordinating with the ANZTCT Board on matters related to funding and financial management

6. Meetings and quorum

The Scientific Meeting Committee shall meet at least six times per year, or as necessary to address emerging issues related to the registry. Meetings may be conducted in person or virtually, as determined by the Committee Chair. A quorum shall be at least 50% plus one.

7. Reporting

The Scientific Meeting Committee shall report to the ANZTCT Board on a regular basis, providing updates and recommendations on its activities. The Scientific Meeting Committee shall also prepare an annual report on its activities and financial statements for presentation at the ANZTCT Annual General Meeting

8. Accountability

To fulfil responsibilities as outlined in the Terms of Reference.

9. Compliance with ANZTCT Policies and Procedures

The Scientific Meeting Committee and its members are required to adhere to all ANZTCT policies, procedures, and governance frameworks in carrying out their responsibilities. This includes compliance with ethical, financial, operational, and strategic directives as set by the ANZTCT Board.



10. Amendments

These Terms of Reference will be reviewed every 3 years and maybe amended by a two-thirds majority vote of the Committee, provided that notice of the proposed amendment has been given to all members of the Committee at least 14 days prior to the vote. Any amendments must also be approved by the ANZTCT Board.



Approval

Approved on behalf of the ANZTCT Board of Directors by:

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Signed on:

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