

Research Sub-Committee Terms of Reference	
1.	PURPOSE
1.1	To promote and support research into Women's Mental Health
2.	DELEGATIONS
2.1	Subcommittee Chair coordinates and drives Research Objectives
3.	OBJECTIVES
3.1	To Identify key areas of research
3.2	To provide advice on the strategic directions Women's Mental Health Network Victoria (WMHNV) should take to support and promote research
3.3	To support co-facilitation of research in Women's Mental Health
3.4	To develop and promote grants, fellowships and awards aimed at fostering high quality research within WMHNV
4.	RESPONSIBILITIES
4.1	Advise the WMHNV Committee of Management (CoM) of any critical issues likely to impact on the research capacity of WMHNV
4.2	Provide advice to the CoM on strategic research alliances or research contracts WMHNV should undertake or are engaged in
4.3	Ensure appropriate adjudication of research grants, fellowships and awards for WMHNV
4.4	Development of a panel of referees for reviewing competitive grants, fellowships and awards of WMHNV are maintained
4.5	Ensure all adjudication of grants, fellowships and awards follows a transparent and equitable processes
4.6	Assist with the scientific evaluation of proposed presentations at the Annual Scientific Meeting
4.7	Assist in running any WMHNV initiated Research Educational meetings
4.8	Support and respond to the research needs of the Special Interest Groups of WMHNV
4.9	To liaise with external bodies including but not limited to NHMRC, ARC and philanthropic organisations, to promote WMHNV research goals
4.10	Advise WMHNV CoM on any other matters relevant to research and WMHNV
5.	REPORTING
5.1	Reports on activities to CoM via its Chair at each Board meeting.
5.2	Provide annual report to members
6.	MEMBERSHIP
6.1	Convenor / Chair – Member of CoM
6.2	Members of WMHNV who have a particular interest or expertise in training, as appointed by the CoM
6.3	Consumers / Carers / other concerned women who have relevant interest / expertise
6.4	The membership will comprise a balanced representation of basic, clinical and translational research expertise

6.5	Nominations will be called for as and when the Sub-Committee needs to expand its membership
6.6	Members will hold office for 2 years and can be reappointed for a maximum of a further 2 years
6.7	At least three members of the Sub-Committee will be from the non-medical membership of WMHNV
6.8	The Sub-Committee has the power to co-opt other members as required until the time of the next AGM of WMHNV and subject to CoM approval
6.9	The Sub-Committee has the power to create its own advisory sub-committees subject to CoM approval
6.10	The committee will strive to ensure appropriate diversity representation
6.11	As a mandatory requirement for membership, all members must complete and maintain a Conflict of Interest Declaration
7.	MEETINGS
7.1	Minimum of four times per year and as determined by the Chair of the Sub-Committee
7.2	The Sub-Committee will meet by telephone, email or face to face as is necessary
7.3	The Sub-Committee will meet each year face to face at the Annual Scientific Meeting
8.	QUORUM
8.1	The quorum for a meeting of the Sub-Committee will be majority of the members of the Committee
9.	MEETING ATTENDANCE
9.1	As a requirement for membership of the Sub-Committee, all members must attend or provide appropriate apology for at least 50% of all meetings
10.	GOVERNANCE
10.1	The Chair of the Sub-Committee will be responsible for ensuring all matters of conflict of interest are documented and managed appropriately
10.2	Any issues of conflict or uncertainty about the operation of the Sub-Committee will be resolved by a decision of the CoM; The CoM has the right to alter the operation of the Sub-Committee and can at its discretion, disband or reconstitute the Sub-Committee
11.	REVIEW DATE
11.1	To be reviewed as part of annual review of Strategic Plan
12.	RELATED DOCUMENTS
12.1	Insert here