VICTORIAN RESEARCH TRANSLATION CENTRE COLLABORATIVE

Executive Committee: TERMS OF REFERENCE

Purpose
The Executive Committee will provide a communication and collaboration vehicle across the three Victorian NHMRC-recognised Research Translation Centres (MACH, Monash Partners, Western Alliance). The Committee provides strategic direction and oversight around current and potential future initiatives across the Centres, especially around working with the Victorian government.

Objectives:

- Establish transparent governance and communication channels to develop and deliver statewide initiatives and projects in priority areas
- Build stronger collaboration statewide connecting researchers, clinicians, government and community for better health across the Centres
- Engage stakeholders and optimise communication across Centres and statewide stakeholders
- Enhance, support and have oversight of any collaborative initiatives (including Victorian government-funded)
- Assist delivery of the funded initiatives, addressing stakeholder needs
- Advocate for improved resources and coordination of health research translation in Victoria
- Collaboratively support research and translation initiatives to improve health services and outcomes

Role and responsibilities of Chair
An independent chair a with a clinical and academic background of high standing will be appointed to:

- Preside as Chairperson at all committee meetings
- Certify that the meeting occurred and log attendance
- Present reports and recommendations as required
- Comply with the roles and responsibilities of a general member of the committee

Term of office for the Chair
The chair will be appointed for two years with the option for additional consecutive terms with the agreement of the Committee members.

Role and responsibilities of members
Committee members are expected to:

1. Work together to deliver on the purpose
2. Commit to attending a minimum of 75% of meetings each year
3. Work together, share learnings, collaborate and oversee Victorian government funded cross Centre statewide initiatives
4. Ensure engagement of our communities, health services, stakeholders and policy makers.
5. Consult and communicate with the Victorian Centre Councils and Victorian government on a regular basis
6. Provide strategic advice, feedback and approval of proposals from funded initiatives
7. Nominate and appropriately brief a proxy if unable to participate in a meeting
8. Advance integration and embedding of research into healthcare to deliver impact
9. Assist in delivery of collaborative initiative and projects on time and on budget

Membership

Members of the committee will include the independent chair, the lead of each of the Centres, a primary care representative, consumer/s, a lead Victorian government representative, a nominated health service CEO member rotating across Centres, and additional clinical research leaders as agreed by members.

Membership of the Committee may change at the discretion of the chair in consultation with members.

The operations leads of each Translation Centre will attend as observers. Secretariat support is provided by one of the Centres.

Quorum

A quorum will be 50% of the committee members plus 1.

Responsibilities

The Committee will work together to achieve the outcomes in good faith and collaboration.

Reporting

The Committee will report to the three Centre Councils through the chair, minutes or Centre leads.

Conflicts of interest

Conflicts of interest will be declared and managed following NHMRC processes.