

ANZICA Research Sub-Committee Terms of Reference

1. TITLE

The name of the committee shall be ANZICA Research Sub Committee

2. REPORTING RELATIONSHIP

The ANZICA Research Sub-Committee reports to the ANZICA Executive Committee

3. PURPOSE

The purpose of the committee is to contribute to the field of psychosocial issues in infertility. Specific functions include:

Dissemination of research regarding psychosocial aspects of infertility

- Conducting research in psychosocial aspects
- Peer support – linking of less experienced researchers with more skilled researchers to help develop research ideas
- Support for joint or multi-centre studies to assist counsellors who work independently or within clinics that have access to only small samples
- Establishment of a formal peer-reviewed ANZICA journal that would provide members with a forum in which to publish their research (similar to the BICA Journal)
- Access to research-related resources
- Promotion of the value of psychosocial infertility research within the FSA and other forums to encourage clinics to better support counsellors in carrying out research projects.

4. MEMBERSHIP

Membership is open to any ANZICA member with an interest in research related activities. Members will be included in committee e-mails and meetings.

5. CHAIRPERSON

The Chairperson shall be elected by the committee for a period of 12 months. Their responsibilities include:

- Scheduling meetings and notifying committee members;
- Inviting specialists to attend meetings when required by the committee;
- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome;
and
- Review and approve the draft minutes before distribution;

6. MINUTE TAKER SECRETARY

The role of the minute taker is to:

- Prepare agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda.
- Distributing the Agenda one week prior to the meeting
- Taking notes of proceedings and preparing minutes of meeting.
- Distributing the minutes to all committee members one week after the meeting and be made available to all staff.
- The minutes shall be checked by the chairperson and accepted by committee members as a true and accurate record at the commencement of the next meeting.

The Chairperson can act as the minute taker secretary if necessary

7. DURATION OF MEETINGS

Meetings shall be held 3-4 times per year. One face-to-face will be held annually at the FSA Conference, and another face-to-face meeting shall be held at the location of the ANZICA mid-year workshop (numbers permitting). One to two other phone link up meetings may also occur per year. Meetings are commonly one hour's duration.

8. FINANCIAL EXPENDITURE

The associated costs of the ANZICA Research Sub-Committee include funding for two teleconference meetings per year and small postage costs. Any additional expenditure must be upon written approval from the FSA.

9. ETHICAL GUIDELINES

The Committee shall at all times act in an ethically responsible way and where possible, encourage and support ANZICA members in obtaining Human Research Ethics Approval for research studies and investigations, as required by FSA.