



TSANZ

The Transplantation Society of Australia and New Zealand
145 Macquarie Street - Sydney NSW 2000 - Australia
Ph: +61 466 007 153 www.tsanz.com.au

Terms of Reference

TSANZ Scientific Program and Education Committee (SPEC)

The TSANZ Scientific Program and Education Committee (SPEC) exists under the auspices of the TSANZ.

Primary Function of SPEC

The primary function of SPEC is to be responsible for the scientific and educational elements of meetings run by the society, particularly the Annual Scientific Meeting (ASM), Postgraduate Course (PGC), Masterclass and the virtual Grand Rounds.

Additional Functions of SPEC

- a) To foster and promote a culture that supports high quality scientific research and education in solid and non-solid organ transplantation, encompassing research in the broad areas of Basic Science, Clinical Medicine, Epidemiology and Surgery.
- b) To provide oversight and participate in the organisation of education meetings relating to all aspects of organ transplantation.
- c) To actively provide support and promote Transplantation Science as a career choice for junior members and non-members of the society or other affiliated organisations.
- d) To liaise with the convenors of the TSANZ ASM, PGC and Masterclass with the organisation and implementation of the Program, including social and logistic aspects of the meeting.
- e) To participate in the assessment (where appropriate) and provide recommendations to council for ratification of award winners including the President's Prizes (clinical & scientific), Early Career Researchers Awards, Ian McKenzie Prize for Outstanding Contribution in Transplantation, Aviva Rosenfeld Award for Excellence in Patient Care in Transplantation, Mark Cocks Award Advancing Equity in Organ Transplantation (Sponsored by Transplant Australia), Kidney Health Australia (KHA) Prizes, the biennial Josette Eris Memorial Award (Sponsored by Astellas) and Lafferty Distinguished Service Award, Travel Grants and industry supported research grants.
- f) To liaise and promote networking with TSANZ-related or supported organisation and other affiliations, including, but not limited to ANZSN, DNT, AKTN, ASI and the Royal Australasian College of Physicians & Transplant Section of the College of Surgeons.
- g) To report the activities of SPEC to Council 3-4 times per year.

Membership of SPEC

- 1) The committee shall be made up of a core group of 6 members (equal representation of females and males to ensure gender equity) plus nominated convenors ('local organisers') of the ASM, PGC and Masterclass described below.

- 2) Co-Chairs (one female and one male) of the Committee will be elected by the Committee from the core group and ratified by Council.
- 3) The membership of SPEC should reflect the diversity of Scientific and Educational activities and needs of the Society.
- 4) Membership diversity should include individuals with expertise in Basic Science Research, Clinical and Epidemiology Research, Surgery, Immunology, Postgraduate Transplantation Education and Education in Transplantation Research.
- 5) The membership of SPEC should consider the geographical (country, state, city/regional) diversity of the scientific and the educational needs of the TSANZ membership and across all transplantation fields.
- 6) A call of expression of interest (a 500-word application stating interests and potential contributions) in joining the core committee will be made every three years.
- 7) The two ASM convenors will serve on SPEC for 2 years: the year of the ASM and the year after the ASM. The two PGC convenors and two Masterclass convenors will join SPEC for that year. At least one of the two convenors (ASM, PGC and Masterclass described) should attend committee meetings.
- 8) Committee members must be full members of the Society.
- 9) Committee members will be appointed by Council in consultation with the Co-Chairs of SPEC and will be required to attend SPEC meetings at least 75% of the time.
- 10) Committee members will have a six-year term on the committee except for the inaugural committee where half the committee will be replaced after 3 years to ensure a staggered turnover.
- 11) No member(s) will remain on the committee for a second term. The Co-Chairs may have served on the Committee for up to three years prior to assuming the three-year term as chair.

Reporting of SPEC

- a) The Co-Chairs of SPEC will report to council face-to-face, by teleconference or in writing, at every council meeting.
- b) All SPEC meeting minutes will be forwarded to council.
- c) Additional written reports will be provided to council as required.

Secretarial Support

The TSANZ will provide administrative support to the Co-Chairs of SPEC for the operational aspects of the committee.

Funding of SPEC

Expenses relating to relevant SPEC meetings, where travel is necessary solely or predominantly to attend a meeting of SPEC, will be paid for by the TSANZ.

Budgetary aspects of the ASM are the responsibility of the Local Organising committee and the TSANZ.