



TSANZ

The Transplantation Society of Australia and New Zealand

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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), Frontiers and Challenges in Transplantation (FACT), Solid Organ Transplant Symposia (SOTS) 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 donation and 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 with close consultation/collaboration with affiliated societies where appropriate. Each core member will be assigned by the SPEC Co-Chairs a specific portfolio during the membership term such as the financial, awards, and education committees.
- c) To actively provide support and promote Transplantation Science as a career choice for junior researchers and clinicians, both members and non-members of the society, or members of other affiliated organisations. To work closely with the Chairs of the Early Career Committee (ECC).
- d) To liaise with the convenors of the TSANZ ASM, FACT and SOTS and provide oversight of 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 Board 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 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 TTS, 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 Board 3-4 times per year.
- h) To assist with the budget/sponsorships for ASM and other education meetings.

Membership of SPEC

- 1) The committee shall be made up of a core group of 5 members plus nominated convenors ('local organisers') of the ASM, FACT and SOTS described below.
- 2) Co-Chairs of the Committee will be elected by a process of EOI. Committee members from the core SPEC membership group will be encouraged to apply. The applicants will be assessed and selected



by the Board. The term of each Co-Chair will be limited to 2 years, with an option of extending for a further 1-2 years (maximum of 4 years). The completion of the term for each Co-Chair will be staggered by a minimum of 12 months (where possible).

- 3) The membership of SPEC should reflect gender balance, the diversity of Scientific and Educational activities, geographical representation and needs of the Society. Core SPEC members will be appointed (by SPEC Co-Chairs and the Board) through an EOI, with an initial 2-year term plus an option of extension for another 2 years (maximum of 4 years). If a core SPEC member is elected as Co-Chair, then the maximum term as Co-Chair is 2 years.
- 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, where possible, 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 two years.
- 7) The two ASM convenors will serve on SPEC for a maximum of 2 years: the year of the ASM and the year after the ASM. The FACT convenors and the SOTS convenors will join SPEC for that year only. At least one convenor of each meeting (ASM, FACT and SOTS as described) should attend committee meetings. These 6 ex-officio members are in addition to the 5 core SPEC members.
- 8) Committee members must be full members of the Society.
- 9) Committee members will be appointed by Board in consultation with the Co-Chairs of SPEC and will be required to attend SPEC meetings at least 75% of the time. A committee member may be asked to withdraw if they miss two consecutive meetings without prior approval from the Co-Chairs.
- 10) No member(s) will remain on the committee for a second term. The Co-Chairs may have served on the Committee for up to two years prior to assuming the two-year term as chair.

Reporting of SPEC

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