



ANZMUSC
AUSTRALIA & NEW ZEALAND MUSCULOSKELETAL
CLINICAL TRIALS NETWORK
NHMRC CENTRE OF RESEARCH EXCELLENCE

ANZMUSC Early- and Mid-Career Researcher (EMCR) Committee Terms of Reference

1. Name

The Committee shall be known as the ANZMUSC Clinical Trials Network EMCR Committee (EMCR Committee)

2. Definition

An Early-Career Researcher will be a PhD student or any researcher up to 5 years FTE post-PhD (relative to opportunity). A Mid-Career Researcher will be any researcher 5-10 years FTE post-PhD (relative to opportunity).

3. Role

The role of this multi-disciplinary EMCR committee is to:

- Facilitate and advance EMCR engagement and participation in ANZMUSC
- Facilitate and provide opportunities for EMCRs to interact and collaborate with each other and with other members of the ANZMUSC community
- Identify opportunities and plan activities for the education and development of EMCRs
- Identify priority areas for EMCRs and act as a contact point and liaison for EMCR key issues with ANZMUSC
- Provide advice and feedback to the Executive Committee incorporating an EMCR perspective

4. Accountability

The EMCR committee is accountable to the ANZMUSC Executive Committee and will have a nominated Chair or Co-Chairs, who will also sit on the Executive Committee. The ANZMUSC Executive Officer will coordinate and support all activities of the group, including meetings and research support.

4. Responsibilities

4.1 Service

The EMCR committee will support the following:

- Organise EMCR events at ANZMUSC conferences and meetings, in addition to other relevant meetings where they could represent ANZMUSC EMCRs.
- Provide safe discussion opportunities for EMCRs to discuss early trial ideas, concerns, challenges arising and possible solutions
- Review of relevant policies and procedures with consideration of impact for EMCRs
- Connection of EMCRs with other ANZMUSC members
- Other responsibilities as designated by the Executive Committee

The EMCR Chair is responsible for the following:

- Developing the EMCR meeting agendas with ANZMUSC Executive Officer
- Conducting EMCR meetings
- Sitting on the Executive Committee, providing advice and views from EMCR committee members

4.2 Reporting

The ANZMUSC Executive Officer will distribute Agendas and Minutes to EMCR committee members. The EMCR Chair will liaise with the ANZMUSC Executive Officer to contribute to ANZMUSC reports and any other communications. All EMCR committee members will contribute to reports as required.

5. Membership

5.1 Eligibility

Only ANZMUSC associates or full members who meet the definition of EMCR are eligible for committee membership.

5.2 Composition

- EMCR Chair/s
 - Chair or Co-Chairs to be appointed from within the EMCR committee
 - EMCR Chair/s to sit on Executive Committee
 - In case of Co-Chairs, alternating Executive Committee Meeting attendance may be arranged.
- EMCR members (minimum of four, with a multidisciplinary profile)

5.3 Process

ANZMUSC members are invited to nominate themselves via an *Expression of Interest* process. This Expression of Interest will outline the applicant's involvement in ANZMUSC; commitment to advancing the field of musculoskeletal health; experience in the design and/or conduct of musculoskeletal clinical trials (for PhD students, evidence that they are starting to gain experience in the design and/or conduct of a clinical trial will be sufficient); track record publishing research, obtaining grant funding, and inter-institutional collaboration (relative to their career stage); and track record demonstrating collaboration. Applications will be reviewed by the EMCR Committee and final selection will be conducted by the Executive Committee.

5.4 Length of term

Members are appointed initially for two years, with the option of re-appointment for two further terms of two years each (maximum six years). Optional re-appointment will accommodate a staggered turnover to maintain corporate knowledge and retain expertise. Chair or Co-Chair appointment will operate on the same terms i.e. two years with option to re-appoint for up to two further terms. Membership will be reviewed annually by the Executive Committee for composition, capacity, and participation.

6. Operating Procedures

6.1 Meetings

All committee meetings are held online. The meeting interval is at the discretion of the Committee Chair/s in partnership with the ANZMUSC Executive Officer, however it is anticipated that these will occur most months, and 6 times per year at a minimum in which case subgroup meetings or email correspondence should be expected. Proxies are not permitted and members are expected to have the capacity to attend 75% of scheduled meetings. Motions will be carried with a simple majority. Committee members are also expected to attend ANZMUSC Annual Scientific Meetings wherever possible. In circumstances where committee members cannot attend, they should notify the Executive Officer as soon as practicable.

7. Guiding Principles

The EMCR committee will adhere to the following:

- Decision making will be a transparent process and records will be readily accessible
- Group deliberations will result in collective decisions that are actioned with the consent of group members
- Resolution of dissenting issues shall be achieved by a vote of members, with EMCR Chair/s having the casting vote in the event of a tie

8. Adoption and Amendment

These Terms of Reference shall be reviewed periodically. Changes shall be approved by the ANZMUSC Executive Committee.

9. Version

Version 2: August 2024. Approved by ANZMUSC EC 15/08/2024