

EQUITY, DIVERSITY AND INCLUSION COMMITTEE – TERMS OF REFERENCE



1 PURPOSE

The AAMRI Committee for Equity, Diversity and Inclusion (EDI) will provide strategic guidance and oversight for all AAMRI EDI activities.

The committee seeks to:

- identify and prioritise areas for action to better attract, retain, and promote women, non-binary people and underrepresented groups in medical research. The Committee will consider existing systemic EDI issues in medical research as well as the impact of major disruptions¹ in exacerbating existing inequities
- ensure that their actions and recommendations are intersectional and inclusive of all
- represent and advocate for medical research institutes on EDI issues to key stakeholders including government
- advance EDI for medical research institutes by providing guidance on best practice and actionable recommendations. This will complement existing efforts of other organisations working towards equity, diversity and inclusion in medical research and STEM more broadly.

2 ROLE

The EDI Committee is responsible for:

- Recommending actions AAMRI can undertake to ensure equity, diversity and inclusion in all its activities
- Identifying areas where AAMRI can most effectively advocate for change, working towards achieving equity, diversity and inclusion within the health and medical research sector
- Recommending actions medical research institutes can take to advance equity, diversity and inclusion in their organisations.

3 MEMBERSHIP

The membership of the committee comprises:

- a Chair – who must be a member of the AAMRI Board of Directors (in the event the chair is not available, the AAMRI CEO will assume the role)
- AAMRI's Chief Executive Officer
- up to 10 members who are researchers, professional and specialist staff based at medical research institutes who are AAMRI members with experience, insight and passion for equity, diversity and inclusion in medical research through their work and lived experiences.

When recruiting new members, consideration will be given to ensuring the diversity of the committee (e.g. gender, ethnicity, expertise, and geographical location).

4 TERM OF MEMBERSHIP

Members, including the Chair, are appointed for an initial two-year period. Subject to approval by the chair, members are eligible for reappointment for a further two years.

5

OBSERVERS AND PRESENTERS

Observers nominated by a member, or the secretariat may attend a meeting of the committee, subject to the approval of the Chair.

A person, either internal or external to the medical research institute sector, can make a presentation to a meeting of the committee, if invited or approved by the Chair in advance of the meeting.

6

DECISION MAKING

Decisions of the committee are to be made by members by consensus, with the Chair also having member status.

Where consensus cannot be reached by the members, the Chair, as the accountable authority, will form the decision.

Observers and presenters do not have any decision-making powers.

7

DECLARATIONS OF INTEREST

Members of the committee must declare any conflict of interest in any matter under discussion.

The conflict must be recorded in the minutes of the committee.

8

QUORUM

Meetings require a quorum of six (6) members.

9

MEETINGS

Meetings are held quarterly with additional meetings called by the Chair as necessary.

The minutes of the meeting are recorded by the secretariat and provided to members for approval at subsequent meetings.

10

SECRETARIAT SUPPORT

AAMRI staff will coordinate and provide secretariat support to the committee, including the following:

- confirm and advise members of meeting dates, including a future meeting plan
- call for agenda items at least two weeks ahead of the meeting
- prepare and distribute the agenda and supporting papers for each meeting at least three working days prior to the meeting
- record the meeting outcomes and distribute minutes to members at the subsequent meeting, with an updated action items register and timeframes for delivery
- manage the membership of the Committee, including new and reappointments.

1 For example, the impact of the COVID-19 pandemic in 2020.