

## **ANS committee for Equity and Diversity - Terms of Reference**

Written: 7 April 2017

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Ratified:

### **Purpose of the Committee**

1. To ensure diverse and equitable representation within the Australasian Neuroscience Society (ANS), and in particular at the annual meeting
2. The purpose of the committee is explained in detail in the policy document

### **Committee Membership**

3. The Committee consists of 5-8 Members:
  - i. The committee has one Chair, one Deputy Chair, and other members
  - ii. The Chair and/or the Deputy chair should be a member of the ANS council. It is the duty of this person to keep the Equity and Diversity policy in mind in discussions with the remainder of the ANS council.
  - iii. Membership is for a term of 2 years, coinciding with the membership of the ANS council
  - iv. Membership can be renewed for 1 term, resulting in total service of 2+2 years
  - v. Half the members of the committee should be replaced every 2 years
  - vi. The ANS council has the right to appoint 1-2 members
  - vii. If there are more candidates than free seats, the members of ANS should vote for the representatives on the committee
  - viii. The members of the committee should represent the geographical, gender, and career stage diversity of the members of the ANS

### **Specific Member Responsibilities**

4. The Chair will, in consultation with the Deputy Chair, create agendas for all meetings of the Committee and distribute them to Members a week prior to any meeting. The Chair will chair all meetings of the Committee, ensuring all Members are afforded equal opportunity to speak and contribute to discussion and decision-making.
5. The Deputy Chair will take on the responsibilities of the Chair, and become Acting Chair by appointment by the Chair or in extenuating circumstances which prevent the Chair from fulfilling their duties.
6. In the event that the Deputy Chair is unable to fulfil the role of Acting Chair, other Members may nominate themselves for the temporary position of Acting Chair for the purposes of holding Committee meetings or reporting to the ANS Council. In the event of multiple nominators, a formal ballot of all Members will be taken over, with each Member given the at least seven calendar days notice of the ballot closing time. This ballot will be administered by the Secretary or their nominee.
7. The Chair or the Deputy Chair will create minutes for all meetings of the Committee and distribute them to all Members within a week of each meeting.

### **Meetings**

8. The quorum for a meeting of the Committee consists of the Chair or Acting Chair, together with at least three other Members, where all Members have been given at least seven calendar days notice of the meeting;
9. A meeting of the Committee may not proceed in the absence of the Chair or Acting Chair;
10. The Chair or Acting Chair shall, after relevant meetings of the Committee, report to the ANS Council on the conduct, status, and progress –
  - i. of any matters referred to the Committee by the ANS President, ANS President-elect, and the ANS Council; and
  - ii. on any other matter which the Committee agrees should be reported to the ANS Council.

Meeting	Date	Format
1/2017	Wednesday April 12	Zoom
2/2017	Thursday June 15	Zoom
3/2017		
4/2017		

### 11. Current members

Karin Nordström (Flinders, SA, chair, [Karin.nordstrom@flinders.edu.au](mailto:Karin.nordstrom@flinders.edu.au))

Marta Garrido (UQ, deputy chair, [m.garrido@uq.edu.au](mailto:m.garrido@uq.edu.au))

Lindy Fitzgerald (Curtin, [lindy.fitzgerald@curtin.edu.au](mailto:lindy.fitzgerald@curtin.edu.au))

James Vickers (UTas, [james.vickers@utas.edu.au](mailto:james.vickers@utas.edu.au))

Nick Price (Monash, [nicholas.price@monash.edu](mailto:nicholas.price@monash.edu))

Ruth Empson (NZ, [ruth.empson@otago.ac.nz](mailto:ruth.empson@otago.ac.nz))

Elisa Hill (UMelbourne/RMIT, [elhill@unimelb.edu.au](mailto:elhill@unimelb.edu.au))