

**Terms of Reference
TSANZ Scientific Program and Education Committee**

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 and the associated Postgraduate weekend.

Additional Functions of SPEC

- a) To foster and promote a culture that supports high quality scientific research and education in Transplantation in the fields of Basic Science and Clinical Medicine & Surgery
- b) To oversee and participate in education in Transplantation. This will include providing avenues for ongoing postgraduate education relating to the transplantation.
- c) To Support and promote Transplantation Science as a career choice for young physician & surgical trainees/fellows and scientists.
- d) To liaise with the local organising committee of the TSANZ ASM in the future who will be responsible for implementation of the Program and other aspects of the meeting.
- e) To recommend to council for ratification award winners, including President's Prizes (clinical & scientific), Young Investigator Awards, Travel Grant Awards, Mark Cocks Award, Ian McKenzie Prize, Kidney Health Australia Prizes, Lafferty Award (presented every 2 years) and industry supported research grants.
- f) To liaise and foster links as appropriate with all other bodies that are active under the auspices of the TSANZ and/or have affiliations with the TSANZ, including, but not limited to, ANZSN, DNT, AKTN and the College of Physicians & Transplant Section of the College of Surgeons.
- g) To report to Council on a regular basis.

Membership of SPEC

- a) **The committee should be made up a core group of 6 members plus nominated convenors ('local organisers') of the ASM and PG course described below.**
- b) The membership of SPEC should reflect the diversity of Scientific and Educational activities and needs of the Society.

c) Membership diversity should include individuals with expertise in Basic Science Research, Clinical Research, Postgraduate Transplantation Education and Education in Transplantation Research.

d) The membership of SPEC should take into account the geographical (country, state, city/regional) diversity of the scientific and the educational needs of the TSANZ membership

e) A call of expression of interest in joining the core committee will be made every three years.

f) 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 will join SPEC for that year. At least one of the two convenors ASM & PGC described should attend committee meetings either face to face or via telephone conference.

g) Committee members should be appointed by Council in consultation with the Chair of SPEC.

h) Committee members will have a six-year term on the committee with the exception of the inaugural committee where half the committee will be replaced after 3 years to establish the staggered turnover.

i) The Chair of the Committee will be subsequently elected by the Committee from its membership, and ratified by council

j) A member of the committee will serve as director of Transplantation Education and oversee the PGC convenors.

k) No member(s) will remain on the committee for a second term. The Chair 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 Chair 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 to the Chair of SPEC some administrative support 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.