

# EMCR Committee of Council

## Terms of Reference



### 1. PURPOSE

- 1.1. The EMCR Committee of Council (EMCR CoC) provides advice and assistance to Council on the Academy's activities in support of Early- and Mid-Career Researchers (EMCR), including the Theo Murphy Initiative, on behalf of the Royal Society (Australia) Board, and provides guidance to the Academy's EMCR Forum.

### 2. RESPONSIBILITIES

The EMCR CoC's responsibilities in relation to the Academy are to:

- 2.1. Oversee the Academy's EMCR activities and advise Council of opportunities to enhance integration with other Academy activities.
- 2.2. Assess and shortlist applications to the Theo Murphy Australia Initiative for endorsement by the Academy's governing body to the Royal Society (Australia) Pty Ltd Board.
- 2.3. Provide advice and guidance to the EMCR Forum Executive and act as a conduit to bring issues identified by the EMCR Forum to Council.
- 2.4. Report annually or more frequently as requested to Council on matters within the Committee's areas of responsibility.

### 3. MEMBERSHIP

- 3.1. Members of the EMCR CoC will be appointed by the Secretary Science Policy, or their delegate and will consist of:
  - i. the Secretary Science Policy (Sec D), Chair
  - ii. two Fellows who are not Council members
  - iii. the Chief Executive, or their delegate, in an ex-officio capacity
  - iv. The Chair and two Deputy Chairs of the EMCR Forum Executive, or their delegates, in an ex-officio capacity.
- 3.2. EMCR CoC membership shall, as far as practicable, meet the Academy's diversity requirements.
- 3.3. New members will receive relevant information and briefings on their appointment to assist them in meeting their responsibilities.
- 3.4. Members will have the following tenure:
  - i. Sec D – four years, equal to their term in office
  - ii. Fellows – three years
  - iii. Ex-officio members – equal to the duration of their time in their designated role.

### 4. MEETINGS

- 4.1. The Committee will meet at least twice per year, and at other times as requested by the Chair.
- 4.2. In addition, the Chair will call a meeting of the Committee if requested by any member of the Committee, or by Council.
- 4.3. Meetings may be held virtually or face-to face.
- 4.4. One meeting per year will assess Theo Murphy Initiative proposals. Members who are applicants of the program, other than applications for Participation Support, will be considered conflicted and may not participate in this meeting.
- 4.5. Conflicted members may co-opt alternate members to act as their proxy for the purpose of assessing Theo Murphy applications.

## **5. ATTENDANCE AT MEETINGS AND QUORUM**

- 5.1. Officers of the Academy may attend any meeting and should attend any meeting for major items relevant to their portfolio.
- 5.2. Other Academy Fellows and staff may attend meetings as invited.
- 5.3. External stakeholders may be invited to attend meetings to present as subject matter experts or as observers.
- 5.4. The quorum for a meeting is four members.

## **6. CHAIR**

- 6.1. The Secretary of Science Policy will act as Chair of the EMCR CoC
- 6.2. Should the Chair be absent from a meeting and no Acting Chairperson has been appointed; the members of the Committee present at the meeting have authority to choose one of their number to be Chairperson for that particular meeting.

## **7. REPORTING**

- 7.1. A representative from the Academy Secretariat will act as Secretary for the Committee.
- 7.2. The Secretary of the Committee in conjunction with the Chair shall be responsible for circulating the meeting agenda and associated documentation to Committee members prior to a meeting.
- 7.3. Meeting papers shall be distributed five business days prior to the meeting.
- 7.4. Proceedings of all meetings are minuted by the Secretary and reviewed by the Chair for adoption at the following meeting of the Committee.
- 7.5. At least annually, the Chair of the EMCR CoC shall submit a report to Council summarising the Committee's activities during the year. The report must include a summary of the work performed by members to discharge their responsibilities and the details of meetings held and number of attendees at each meeting during the reporting period.

## **8. REVIEW**

- 8.1. The EMCR CoC Terms of Reference are reviewed annually by the Committee to ensure it remains consistent with the Committee's objectives and responsibilities, and with Academy Bye-Laws.
- 8.2. Significant changes to the Terms of Reference are recommended by the Committee to Council for approval.

Approved by 464 EXCOM, 17 September 2024