

## **Neurosurgery Network Allied Health Scholarship Committee**

### **TERMS OF REFERENCE**

#### **Functions and Objectives**

This document outlines the role and responsibilities of the Neurosurgery Network Allied Health Scholarship Committee. The Allied Health Scholarship Committee is a sub-committee of the Greater Metropolitan Clinical Taskforce (GMCT) Neurosurgery Network Executive Committee. The Committee values and endeavours to cultivate research and ongoing professional development in the fields of Allied Health.

The Committee is responsible for the equitable allocation of scholarship grants to Allied Health Clinicians employed in the public health sector who work in, or who have a demonstrable interest in neurosurgery. In determining the apportionment of grants the Committee assesses the compliance of applications in accordance with the 'Allied Health Scholarship Policy and Guidelines for Applicants'.

It is the responsibility of the Committee to ensure that the due processes for the application and apportionment of the scholarship funds is followed, and is accountable and transparent to the GMCT Secretariat, GMCT Neurosurgery Network Executive Committee and the neurosurgical community.

#### **Membership**

##### **i) general:**

The Committee membership comprises and is limited to the Allied Health members of the Neurosurgery Network Executive Committee. (the Terms of Reference for that committee state that each neurosurgical unit in NSW will be represented by 1 Allied Health clinician);

##### **ii) quorum:**

**4** committee members **must** be present to form a **quorum**, including either the Chair or the GMCT Neurosurgery Network Manager;

##### **iii) sub-committees:**

Members may be asked to participate in selected work groups as required;

##### **iv) chairman/person:**

The Chair is elected by the members of the Committee. In the absence of the Chair the Neurosurgery Network Manager will perform the role and duties of the Chair;

##### **v) secretary:**

A secretary will be elected by Committee members;

**vi) tenure:**

Committee members - for a period of two years or until they resign from the Neurosurgery Network Executive Committee (whichever comes first). After two years members can be asked if they wish to continue as a committee member;

Chairman/person - is elected for a period of two years. Chairs can be re-elected for consecutive terms with Committee approval;

Secretary - is elected for a 12 month term and the position will operate on a rotational basis.

**vii) lapse of membership:**

Committee Membership will lapse if a member fails to attend **3** consecutive Committee meetings. The member will be notified of a lapse of membership by the Chairman/person in writing.

**Meetings**

**i) general:**

There will be **4** Scholarship Committee Meetings a year, or more, if so determined by the Chairman/person;

Meetings will be convened on a Wednesday or Thursday in March, June, September and December;

(unless otherwise notified) The venue for meetings will be the GMCT Meeting Room, GMCT, 51 Wicks Road, North Ryde NSW 2113;

**ii) meeting agenda:**

The agenda will be distributed by the Committee Secretary to all members of the Committee at least 10 working days prior to a meeting.

**iii) attendance:**

Attendance at a meeting should be in person unless, the Neurosurgery Network Manager has been given 24 - 48 hours notice to ensure teleconferencing equipment can be available;

Members who are unable to attend a meeting may contribute prior to the meeting through written or oral submissions to the Secretary or Chairman/person;

A quorum must be present for the transaction of business.

**iv) conflict of interest:**

Where a member of the Committee works directly with an applicant or, where a Member of the Committee has themselves applied for a grant, they must declare their association or vested interest and withdraw from the meeting. They may resume participation in the meeting at the completion of deliberation of a/the specific application.

All declarations of potential/actual conflicts of interest and absence from the meeting must be minuted.

**Minutes**

Minutes will be recorded during each meeting;

Minutes will be distributed by the Committee Secretary to the Scholarship Committee and the GMCT Neurosurgery Network Manager.

## Reporting

The Chairman/person will submit an annual report to the GMCT Secretariat in the form of a table. The report will contain the following details:

Date	Full Name of Successful Applicant	Position	Organisation	Funding	
				Course / Conference Attended	Amount Granted

The report should also contain the level of compliance by successful applicants with the submission of the requested synopsis following their attendance at the conference, course, other.

## Fiscal Responsibility

The scholarship account is administered by the GMCT Financial Manager;  
The monitoring and reporting of all transactions is the responsibility of the Chairman/person and the GMCT Neurosurgery Network Manager.