

ACvA Scientific Advisory Committee

Terms of Reference

1. Objective

The ACvA Scientific Advisory Committee (SAC) will provide expert scientific advice to the Board on ACvA strategic initiatives to maximise impact and achieve the overall vision of the organisation.

2. Governing body

The SAC is a standing sub-committee of the ACvA, under the leadership of and reporting to the ACvA Board.

3. Functions

1. Providing objective scientific advice and insights relating to the strategic initiatives of the ACvA
2. Providing scientific input as requested by the ACvA Board to inform ACvA's efforts to promote cross fertilisation of activities and whole-of-pipeline development of health solutions
3. Advise on scientific research capability gaps and initiatives to address them
4. Review and advise on strategic platforms and resources that will enhance cardiovascular research impact in Australia
5. Advise on potential opportunities for local, national, and international collaborations that will enhance the impact of CV research
6. Update the ACvA Board on important new research developments in cardiovascular disease and stroke relevant to the ACvA's mission
7. Review scientific proposals, as required
8. Promote ACvA initiatives and vision in the sector and community.

4. Roles and responsibilities

4.1 Chair

The SAC Chair will be nominated by the members of the SAC and approved by the ACvA Board.

The SAC Chair is responsible for:

- ensuring that the full range of scientific input is considered
- reviewing conflicts of interest of all members annually and at each meeting of the SAC
- developing the provisional agenda for each meeting in consultation with the CEO
- ensuring meetings are run effectively and add value to the mission and vision of the ACvA
- providing the ACvA Board with scientific advice and recommendations as requested.

4.2 Secretariat

The ACvA CEO will provide secretariat services to the SAC.

The SAC Secretariat is responsible for:

- Organising meetings and minutes
- Circulating meeting agendas, as approved by the Chair

4.3 SAC member responsibilities

Each member is responsible for:

- providing independent scientific advice on topics in line with their expertise
- providing updates of relevance in line with their expertise
- indicating in writing, their willingness and ability to comply with:
 - the ACvA's requirements for confidentiality
 - the ACvA code of conduct and conflict of interest policy.
- attending a minimum of 70% of meetings per year.

6. SAC appointment and membership

- a) SAC members should have a range of skills and experience relevant to achieving research impact, such as:
 - discovery science
 - commercialisation
 - research translation
 - implementation
 - health economics
 - supporting the ACvA's ability to improve the health of First Nations' Peoples
 - experience in developing ambitious, innovative, research proposals
 - experience in developing and executing major cross sectoral partnerships
 - experience in establishing innovative and diversified approaches to funding
- b) The SAC members will demonstrate the following:
 - commitment to the vision and goals of the ACvA
 - commitment to fostering research excellence, collaboration, and supportive research culture
 - commitment to diversity, equity, and inclusion
 - willingness to make the time commitment to supporting the work of the SAC.
- c) The SAC will have at least nine members, including one member drawn from the ACvA Board.
- d) Tenure
 - Members will serve an initial term of three years.
 - The ACvA Board will review the SAC annually and will advise, in discussion with the Chair of the SAC, whether any additions/refreshment of membership is required, to take account of the ongoing growth and development of the ACvA

7. Meetings

- a) The SAC will meet no less than twice a year, and will also meet annually with the Board
- b) A quorum, consisting of five persons must be present at the SAC (in person or by teleconference) for recommendations to be made to the ACvA Board
- c) Internal or external specialists/subject experts may be invited to attend SAC meetings to provide advice and assistance where necessary.

8. Amendments

The terms of reference will be reviewed annually from the date of approval. The terms of reference may be altered to reflect the current functions of the ACvA Board, its committees, and the strategic directions of the ACvA, by decision of the ACvA Board.