

Paediatric Research Committee

Terms of Reference

Area of College	Member Engagement & Support
Document Writer	Senior Executive Officer, PCHD
Document Owner	Manager, Peak Bodies
Approved by	Paediatrics & Child Health Division Council
Effective Date	5/06/2013
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References/Legislation	<i>Corporations Act 2001</i> (Cth)
Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
Applicability	Australia and Aotearoa New Zealand

Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.

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1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the [Governance of College Bodies By-law](#). Both the Governance of College Bodies By-law and these Terms of Reference govern the College Body.

1.1. Established

The Paediatric Research Committee is established under the authority of the Paediatrics & Child Health Division (PCHD) Council to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

2. PURPOSE

The purpose of Paediatric Research Committee is to act as the authoritative source within the College with regard to paediatric and community child health research.

3. FUNCTIONS

The functions of the Paediatric Research Committee are:

- a) preparing annually for the approval of the PCHD Council, a proposed list of research related activities;
- b) developing, coordinating, implementing, and monitoring the research-related activity approved by the PCHD Council; and
- c) contributing to research matters in paediatrics and community child health to the College Research Committee.

4. MEMBER COMPOSITION

The Membership of the College Body shall comprise up to 11 members, comprising:

4.1. Ex-officio Members

- Chair, PCHD Education Committee, or their delegate;
- One RACP Grants Advisory Committee representative, a Fellow of the PCHD;
- One Journal of Paediatrics and Child Health Editorial Board representative, a Fellow of the PCHD;
- One Australian Paediatric Surveillance Unit (APSU) representative; and
- One Australian Paediatric Research Network (APRN) representative.

4.2. Appointed Members

Up to six appointed members comprising:

- The Chair of the Committee, a Fellow of the PCHD;
- Four appointed Fellows of the PCHDs, at least one of whom must be resident in Aotearoa New Zealand;
- One trainee of the PCHD;

4.3. Co-opted members

Co-opted members may be appointed for a particular purpose or term.

5. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

5.1. Number of Meetings

The Paediatric Research Committee shall hold a minimum of two meetings per calendar year and shall meet by teleconference, face to face or videoconference.

5.2. Chair

The Chair or their appointee will Chair all meetings.

5.3. Quorum

A quorum is one half of the total College Body membership.

5.4. Voting

Decisions will be made by consensus of the majority of members.

5.5. Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

6. REPORTING

The Paediatric Research Committee must report and make recommendations to the PCHD Council as required.

The Paediatric Research Committee is required to provide to the PCHD Council each year:

- a new or updated work plan (work plans may be one or two years)
- a report against the preceding years' work plan.

7. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
Working Group	The Diversity Lead Representative Working Group
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.
College Body	Has the same meaning as in the College Constitution
Conflict of Interest	Has the same meaning as the Governance of College Bodies By-law
Ex-officio	Has the same meaning as the Governance of College Bodies By-law

Term	Means
Member of a College Body	Has the same meaning as the Governance of College Bodies By-law
Member of the College	Has the same meaning as the Governance of College Bodies By-law
Parent Body	Has the same meaning as the Governance of College Bodies By-law

8. HISTORY

Commencement		
These Terms of Reference were approved by the Paediatrics & Child Health Division Council and commenced on 5 June 2013.		
Revision	Effective Date	Summary of Changes
1.0	05/06/2013	Initial approval/New Document
2.0	02/10/2013	The Professorial Heads Committee was removed from composition of the PCHD Research Committee (PRC) as approved by the PCHD Executive, 2 October 2013 on recommendation from the PRC.
3.0	28/02/2014	Update of text to allow a Chair to be elected to a second or third term by the Committee.
4.0	27/07/2018	Clause amended to clarify position of New Zealand Appointed Fellow, as approved by the PCHD Executive, 27 July 2018, on the recommendation of the PRC.
5.0	27/07/2018	Line omitted from under Clause 2.2 (being "At least one Member of the Committee shall be resident in New Zealand" to clarify position of New Zealand Appointed Fellow, as approved by the PCHD Executive, 27 July 2018, on the recommendation of the PRC.
6.0	23/07/2021	Clause amended to include "Aotearoa".
7.0	23/07/2021	Update to members' term from a two-year term to a three-year term in line with changes to the Governance of College Bodies By-law (December 2020).
8.0		Terms of reference moved to new template to align with the Governance of College Bodies By-law.