

Australian Association of Social Workers

TERMS OF REFERENCE

1. NAME OF COMMITTEE

AASW Research Committee (RC)

2. PURPOSE:

To provide leadership, coordination and strategic focus in research that promotes the mission of the Association.

3. TERMS OF REFERENCE:

1. Governance

- Develop, maintain and review policies and procedures that enable
 - (i) the submission to the AASW of proposals to conduct research that involves the AASW
 - (ii) the review of such proposals to ensure they meet acceptable standards of research design and ethical conduct
 - (iii) the review of any requests for small amounts of financial or in-kind support from the AASW for the conduct of the research
 - (iv) the monitoring of the progress and completion of projects that are approved

2. Consultation/Coordination

- Provide consultation to individuals, branches and committees to engage in research that furthers the mission of the Association.
- In association with the National Office, assist with the coordination of research initiatives involving the AASW.

3. Promotion of culture of research

- Contribute to stronger national and international linkages and networks in research.
- Position AASW as an important stakeholder in research.
- Contribute to the development of the evidence base for social work practice and policy.

4. TENURE:

Three years

The Research Committee was established in May 2007.

Date for review of tenure: May 2010

4. COMPOSITION OF THE COMMITTEE:

The Committee will consist of but will not be restricted to a membership consisting of:

- An AASW Board Member;
- A representative from the Australian Council of Heads of Schools or delegate;
- A minimum of four ordinary AASW member or members; and
- As ex-officio members, the AASW Business Manager and the AASW Chief Executive Officer.
- The Committee will recommend a member of the Committee to act as the Convenor and this person will be ratified by the Board.

- The Convener may second members to the committee as appropriate and as agreed by a majority of the members of the Group.
- New committee members shall be appointed by majority vote of the committee.
- All committee members will be financial members of the AASW.
- The quorum is comprised of 50% plus one other member as per the AASW Constitution (2008, H.2d). Meetings can take place without a quorum being present, but a quorum is required to endorse committee decisions.

5. RELATIONSHIP TO THE BOARD

The committee's relationship with the Board will be facilitated through the Vice President Board member with overarching portfolio responsibility.

6. RELATIONSHIP TO OTHER NATIONAL COMMITTEES:

- A key imperative for the Research Committee is to build research capacity for the Association and profession. To this end, establishing close working relationships with other key AASW Committees, State branch office and National office staff who are involved in commissioning or undertaking research and the will be a priority of the Committee.
- The Research Committee will work alongside the CEO and allocated Executive Portfolio holder to develop and facilitate relationships with other national committees.
- The national Convenors meetings will further facilitate the development and maintenance of these relationships.

7. CEO ROLE:

- The CEO will ensure the committee functions within its Terms of Reference and
- The CEO will ensure the work of the committee is communicated to the membership and branches
- The CEO will maintain a register of members of the committee and will inform the Board of any changes.
- As per Item 6, the Convenor of the Research Committee will work with the CEO to facilitate an effective relationship.

8. ROLE OF NATIONAL OFFICE STAFF:

- The Research Committee will work with the CEO and allocated Executive Portfolio holder to help achieve its TOR goals.
- The Research Committee will work with the CEO regarding any direct requests that require the resources of National Office staff for research related activities. In these instances, the CEO will be invited to attend the relevant meetings to discuss the particular applications, their merits, the actual requests for resources, the ability of the National Office to meet these and how to progress the requests.

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9. FINANCE:

The Research Committee will operate within the budget allocated at the Budget meeting of the Board.

This may not be exceeded except with Board approval. Any financial decisions will be endorsed by a quorum of the Committee.

Unless there is good reason, leave as is – quorum of committee is likely to include one or the other anyway - Grahame

10. REPORTING:

The Research Committee will meet reporting activities as per the AASW requirements. This includes:

- An annual report of activities for the financial year to be provide to the CEO and Executive Portfolio holder by August each year, including a financial report prepared by the Business Manager.
- A minimum of two other reports to be provided to the CEO and Executive Portfolio holder during the financial year for consideration to the Board.
- Any departure from the approved budget reports for the Board.

To facilitate this, annual reviews of purpose and outputs will be held at an annual Face to Face meeting of the Committee. Date of last review: 24 October 2008. Anticipated date of next Face to Face meeting November/December 2009.

11. TOR APPROVED BY AASW BOARD OF DIRECTORS ON _____

ATTACHMENT 1 ANNUAL WORKING ARRANGEMENTS

1. Office Bearers:

Current members of the committee comprise:

Convenor:

Dr Fotina Hardy

Secretariat support:

Will Mollison

2. Members of Committee/Working Party:

Ms Janet Darroch (AASW Member)

Dr Sue King (AASW Member)

Professor Barbara Fawcett (AASW Member) Dr Graham Simpson (AASW Member)

Dr Allan Borowski (AASW Member)

Ex-Officio:

National President: Dr Bob Lonne

Chief Executive Officer: Kandie Allen-Kelly

Executive Portfolio holder: Dr Robyn Mason

3. Staff:

3.1. Responsible for Administrative Support: The Executive Portfolio Officer (EPO) reports directly to the CEO. The Convenor RC will be the point of contact with the EPO to progress the business of the RC.

3.2. Responsibilities: To be determined in conjunction with the CEO and EPO.

4. Agreed principles/procedures of operation:

- Formal committee meetings of all members (where available) will be the primary forum for group discussions and decision making.
- Working groups will be formed around each of the three TOR, to establish priorities, and progress these. These working groups will report back to the main committee at designated periods.
- Communication will occur through committee meetings, personal discussions between members to progress particular issues or working projects and via email.
- Urgent decisions about projects can be made through email contact and telephone discussions as required.
- Any decisions regarding the allocation of funds and the sourcing of funds or in kind National Office resources will occur in conjunction with the CEO.
- Strategic decision making regarding goals and future projects will be made at the annual face to face planning and review meeting. At this meeting, a review of the achievement of goals to date will occur. This will form the basis of the annual report to the Board.
- The committee will co opt other experts as required to meet committee goals. Decisions about any co opted member will be made by a quorum.

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5. Frequency of Meetings:

Minimum six (6) per year.

6. Distribution of Minutes:

As soon as possible following each meeting.

7. Information current for the year:

- Following the Face to Face strategic planning day meeting held on 22 November 2010 October 2008, the RC has developed a five year plan with priorities to focus on for the next 12 months.

Date: November 2010