

## Board Committee – Terms of Reference

### Research Committee

#### 1. Establishment

- 1.1. The Research Committee is established by the Board of MS Ireland for the better governance of the Society.
- 1.2. The Board may at any time alter or revoke the composition or terms of reference of the Committee.
- 1.3. The Board shall annually review or confirm the terms of reference of this Committee.
- 1.4. The Board shall select the Chairperson of the Committee, pursuant to Article 67 of MS Ireland's Constitution.

#### 2. Membership

- 2.1. **Appointment of committee members:** The Board shall annually appoint or re-appoint the members of the Committee
- 2.2. **Size of the committee:** The Committee shall consist of at least six members.
- 2.3. **Composition of the committee:** The Committee shall include at least one neurologist, at least one person with MS and:
  - an MS nurse (or other healthcare practitioner involved directly with treatment of MS or
  - a carer of a person with MS or
  - a senior professional involved in service delivery or development or
  - a health/social policy advisor or
  - a health economist or
  - an epidemiologist or
  - a laboratory-based scientist investigating the basic science of MS
- 2.4. **Permitted term and re-election:** The term of the Committee is three years. Members may be elected for a further two terms. An extension of this period would be at the Board's discretion.
- 2.5. **Co-option:** The Committee can, with Board approval, seek external referees to review research proposals that may be beyond the committee's areas of expertise or where significant sums are involved.

The Committee can, without Board approval, seek external referees to review research proposals by co-option to cover missing areas of expertise relevant to a single issue where significant sums are not involved.

## Board Committee – Terms of Reference

### Research Committee

- 2.6. **Disqualification from membership:** If a Committee member fails to attend three consecutive Board Committee meetings without a valid reason, this may result in being disqualified from the Committee by the Board.
- 2.7. **Resignation:** Members who wish to resign can do so through written communication with the Chairperson of the Committee.

### 3. Proceedings of the Committee

- 3.1. **Procedures:** The Committee will determine its own procedures, subject to the provisions of MS Ireland's Constitution, in particular Articles 66 to 69 inclusive.
- 3.2. **Meeting Frequency:** The Committee shall meet at least once a year.
- 3.3. **Quorum:** The quorum for a meeting of the Committee shall be two of its members.
- 3.4. **Meeting location:** The Committee will determine the locations of its meetings.
- 3.5. **CEO Attendance:** Unless otherwise decided by the Committee, the Chief Executive/staff member will attend meetings of the Committee to provide relevant information and ensure that minutes are kept of the proceedings.
- 3.6. **Reporting to the Board:** The Committee will make a report to the Board at Board meetings, whenever requested to do so by the Board.
- 3.7. **Minutes:** The minutes of the Committee will be made available to the Board to which it will report in whatever manner is deemed most convenient and appropriate.
- 3.8. **Authority:** The Committee will have the authority to investigate any matters within its terms of reference and to obtain external professional advice and invite experts to attend meetings if it considers it necessary.
- 3.9. **Board approval:** All recommendations of the Committee shall be subject to Board approval.
- 3.10. **Confidentiality:** The proceedings of the Committee are confidential and a member shall not, without the consent of the Board, disclose confidential information obtained by that member in the course of their duties.
- 3.11. **Conflict of interest:** Where a conflict of interest arises, the respective Committee member must inform the meeting of the conflict and abstain

## Board Committee – Terms of Reference

### Research Committee

from the decision-making process with regard to the conflict of interest. The member must declare that conflict in advance of the meeting (to allow the Committee seek a replacement).

- 3.12. **Conflict of interest on Funding application:** In the event of an application being submitted for funding by a member of the Research Committee or an associate, the member will absent themselves from all discussions and decisions relating to the said application
- 3.13 **Casting Vote:** Questions arising at any meeting shall be determined by a majority of votes of the members present, and when there is an equality of votes, the Chairperson shall have a second or casting vote as per Article 68 of the Constitution.

#### 4. Committee's Terms of Reference

On behalf of the Board, the Committee will undertake the following:

- 4.1 Consider, evaluate, monitor and report its recommendations to the Board in respect of all matters broadly relating to the research agenda of MS Ireland
- 4.2 Advise the board on any or all research related matters (e.g. funding allocation, research prioritisation, registry development)
- 4.3 Monitor MS Ireland's research agenda and prioritise potential research projects for consideration
- 4.4 Where MS Ireland receives unrestricted research funds, the Committee will work from MS Ireland's research agenda in respect of any research call
- 4.5 Follow any and all guidelines from any funding body, e.g. MRCG, HRB etc. thus ensuring compliance with all terms and conditions, particularly relating to applications, reviews, selection and monitoring
- 4.6 Where funding is donated for a specific research area the same guidelines will apply
- 4.7 Advertise the Dean Medal bi annually. This will be a travel bursary for a research in the area of MS. This will be an open call and will be awarded by the Research Committee
- 4.8 Where MS Ireland receives donations for specific research projects e.g. Quality of Life, Management Strategies etc. MS Ireland will inform the Research Committee

## **Board Committee – Terms of Reference**

### **Research Committee**

- 4.9 Share knowledge, at the request of the board, of any and all matters relating to MS research with policy, funding and research bodies in order to positively influence research activity related to MS. The committee
- 4.10 Communicate with the Information Advocacy and Research Officer in order to advise and guide their activity (e.g. receiving feedback from IARO at meetings and via e-mail, responding to requests for information)

#### **Notes:**

1. The role of the Committee is solely advisory; the sanction of any expenditure on research is solely the responsibility of the Board.
2. The Board of MS Ireland may award funding to particular research projects outside the remit of the research Committee.