

**Management Advisory Committee (MAC)
Terms of Reference
September 2013**

1. Role and Purpose:

The role of kConFab Management Advisory Committee (MAC) is to provide strategic advice. All recommendations made by the MAC will be provided to the kConFab executive chairperson in a written report who will then pass the report onto the full kConFab executive committee. This report will be submitted for annual review by funding agencies or similar interest group.

The MAC sets out to achieve independent strategic advice related to: kConFabs organisational structure and governance, elections and committee renewal, project milestones, annual finances which may include advice on compliance with awarded funding and other similar agreements, HREC breaches and complaints and stakeholders feed-back that includes research users, project participants and community representatives. This may include the review of governance processes to ensure they are transparent, accountable and adaptable.

The membership of the MAC will commit to:

- Where possible, attend all scheduled annual MAC meetings
- Share all communications and information across all MAC members
- Make timely decisions and summary reports so as to not hold up the project
- Notifying members of the MAC, as soon as practical, if any matter arises which may be deemed to affect the committee

Members of the MAC will expect:

- That kConFab will provide each member with complete, accurate and meaningful information in a timely manner
- To be given reasonable time to make key decisions
- To be alerted to potential risks and issues that could impact the project, as they arise
- That kConFab will be open and honest in all discussions, without resort to any misleading assertions

2. Term:

This Terms of Reference is effective and on-going from July 2012.

3. Membership

The chair of the kConFab executive committee, in consultation with members of the full executive committee, will suggest candidates to be appointed to the MAC. The prerequisite for MAC candidates will be a background in medical research and

governance of research and/or research infrastructure facilities. The term of the MAC appointment will be for 3 years with the option of renewal for a further 3 years. The appointed MAC members will elect the chair.

The current MAC will comprise:

Professor Bryan Williams, Monash Institute of Medical Research, Melbourne (chair)

Professor Nick Nicola, The Walter and Eliza Hall Institute of Medical Research, Melbourne

Professor Roger Reddell, Children's Medical Research Institute, Sydney

Dr David Thomas, The Peter MacCallum Cancer Centre, Melbourne

5. Meetings

Meetings will be chaired by Professor Bryan Williams

A meeting quorum will be two members of the MAC

Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If this is not possible, the MAC chair will make the final decision

Meeting agendas and minutes will be provided by kConFab. This will include:

- preparing agendas and supporting papers
- preparing meeting notes and information
- kConFab PI and management being readily available to answer any questions

Meetings will be held annually or as required.

The Chair of Executive Committee and the kConFab Manager will be invited attendees of this meeting.

If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

6. Amendment, Modification or Variation

The MAC will review its own TOR annually (or biennially) and make recommendations about any changes to the executive chairperson of kConFab.