



# ANZSRS

Australian and New Zealand Society of Respiratory Science Ltd  
[www.anzsrs.org.au](http://www.anzsrs.org.au)

Dear ANZSRS Members,

Lauren Bussell's tenure as 'Chair' of the Scientific and Conference Committee (SCC) will come to an end at the ASM in March 2024. On behalf of the ANZSRS, the Board wish to thank Lauren for her extraordinarily valuable contribution to this role and in advancing the objectives of the Society.

The Board asks all its membership to consider submitting an **EXPRESSION OF INTEREST** for the position of 'Chair' of the Scientific and Conference Committee. The successful applicant will be appointed as 'Chair Elect' in the first instance and will shadow Lauren until the end of her tenure. During this time the Chair Elect will train in and observe the role of Chair. Formal decision-making responsibilities will not be handed over until appointment to the Chair position at the end of the 2024 ASM.

#### Background Information:

##### *Who is on the Scientific and Conference Committee?*

- Current Chair – Lauren Bussell
- Immediate past Local Organising Committee (LOC) chair – Audrey Quinlan
- Current LOC co-chair – Dan Barnes (SCC)
- Next LOC chair– vacant (currently seeking expressions of interest)
- Member at Large – Tamara Blake

##### *What is the role of the Scientific and Conference Committee?*

- Provide stabilisation to the scientific and research activities of the Society.
- Improve the research skills of SCC members.
- Provide continuity to the Annual Scientific Meeting (ASM)
- Provide direction for the content and speakers for the ASMs.
- To be a resource to the Board, the Local Organising Committee and ANZSRS members for issues pertaining to the conference and related scientific activities of the society.
- Develop guidelines and policies as they pertain to SCC functions and operations.
- Review and update SCC related documentation as it is due for review.
- Ongoing development of the ASM documentation and guidelines.
- In conjunction with the Board, liaise with TSANZ and other bodies on scientific and research activities of mutual interest.
- Provide advice and oversight on governance issues to Local Organising Committees.
- Coordinate and oversee the ANZSRS Jeff Pretto Memorial Research Grant including reviewing guidelines, appointing application review panels and coordinating the application and decision-making process.

- Appoint the ASM Abstract Review Panel chair and provide direction for evaluation and processing of submitted abstracts.
- Maintain records of relevant ASM information for long-term management of meetings, including but not limited to, speakers, themes, award recipients and award-winning abstract titles presented at each ASM and ASM-related committee memberships.

*What is the role of the Chair of the SCC?*

- Maintain communication with the Board, including via email, teleconferences, face to face meetings
- Represent the ANZSRS on the TSANZSRS Committee together with the LOC Chair and Board Member responsible for the Scientific and Conference Portfolio.
- Organise committee meetings/teleconferences when required.
- Preside over meetings of the committee, facilitate communication between members, and ensure its business is conducted in an orderly fashion.
- Apply to the Board for appropriate committee funding.
- Report regularly to the Board, or in response to a major development.
- Submit committee recommendations to the Board.
- Drive the agenda for development and review of guidelines and policies related to SCC.

*Term of Office*

- The Chair will serve a three year term.
- In the interests of maintaining continuity of the committee, every endeavour will be made to keep turnover to fewer than three members per year.

If you are a current member of the Society and are interested in the position, then please forward your CV and a brief description of how you could contribute to this committee by **Friday 2<sup>nd</sup> of February 2024** to:

Danny Brazzale

Email: [danny.brazzale@anzsrs.org.au](mailto:danny.brazzale@anzsrs.org.au)

ANZSRS Board Member

Conference, Research and Grants Director