

Executive Committee

Terms of Reference 21 February 2022



The Tasmanian Collaboration for Health Improvement will improve health and wellbeing outcomes for all Tasmanians through a shared translational research agenda that informs the development and delivery of a well-integrated, people-centred and effective health system.

Background	<p>The Tasmanian Collaboration for Health Improvement (TCHI) is an unincorporated joint venture, established in 2019. TCHI partners to the joint venture are the Tasmania Department of Health, University of Tasmania, Primary Health Network Tasmania, and Health Consumers Tasmania.</p> <p>TCHI is not a separate legal entity and the Menzies Research Institute for the University of Tasmania has been appointed by the TCHI Partners as the administering organisation on behalf of the collaboration.</p> <p>The activities of the collaboration will be governed within the policies and procedures of the University of Tasmania, and TCHI’s Operating Principles.</p> <p>TCHI is led by the key health partner organisations and brings together the collective knowledge, expertise, capability and resources of its members including: policymakers, researchers, educators, clinicians, industry partners, service providers, funders, peak bodies, community groups, and consumers.</p> <p>The Collaboration Profile details the vision, principles, strategy, and approach and can be found at: https://www.tchi.org.au</p>								
Purpose	<p>The purpose of the Executive Committee is to inspire the TCHI shared translation research agenda across the health system and with consumers, in order to reduce avoidable health inequities and improve wellbeing for all Tasmanians.</p>								
Responsibilities	<p>The Executive Committee is responsible for providing advice, connections, opportunities and solutions to collaboration and translation research</p> <table border="1" data-bbox="387 1447 1437 2002"> <tr> <td data-bbox="387 1447 603 1581"> Leadership </td> <td data-bbox="611 1447 1437 1581"> <p>Work closely with the TCHI staff to support and develop the strategies and plans for implementation that will be endorsed by the Board.</p> </td> </tr> <tr> <td data-bbox="387 1592 603 1783"> Strategic and Operational Plans </td> <td data-bbox="611 1592 1437 1783"> <p>Provide advice and contribute to the strategic and operational planning for the collaboration. Identify opportunities and solutions within available resources, and share connections (where appropriate) to advance collaboration Regularly review progress</p> </td> </tr> <tr> <td data-bbox="387 1794 603 1917"> Engagement </td> <td data-bbox="611 1794 1437 1917"> <p>Promote clinical practice engagement and consumer and community involvement in the TCHI translation research agenda. Regularly review membership and progress</p> </td> </tr> <tr> <td data-bbox="387 1928 603 2002"> Reporting and evaluation </td> <td data-bbox="611 1928 1437 2002"> <p>Provide advice and support to the periodic evaluation of TCHI projects and initiatives.</p> </td> </tr> </table>	Leadership	<p>Work closely with the TCHI staff to support and develop the strategies and plans for implementation that will be endorsed by the Board.</p>	Strategic and Operational Plans	<p>Provide advice and contribute to the strategic and operational planning for the collaboration. Identify opportunities and solutions within available resources, and share connections (where appropriate) to advance collaboration Regularly review progress</p>	Engagement	<p>Promote clinical practice engagement and consumer and community involvement in the TCHI translation research agenda. Regularly review membership and progress</p>	Reporting and evaluation	<p>Provide advice and support to the periodic evaluation of TCHI projects and initiatives.</p>
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		Contribute to the annual report provided to the TCHI Partners and TCHI Members.
Authority	The Executive Committee has authority to commit TCHI's resources to activities that are consistent with the strategic objectives of the collaboration, and have been delegated by the Board.	
Accountability	The Executive Committee is accountable to the Board.	
Relationships	Board	The Board consists of partner, member and consumer representatives from the Tasmanian health sector and community. The Board is responsible for the overall governance of the activities and financial affairs of TCHI
	TCHI Administering Organisation	The TCHI staff report to the administering organisation and provide the secretariat for the Executive Committee and the Board.
Membership	Chair (x1)	Chair, to be rotated through the membership of the Executive Committee.
	Executive Committee members	One financial representative from each organisation that is a signatory to the TCHI Joint Venture Agreement. Nominee Clinical Researchers from North/Northwest and South Consumer and Aboriginal Community member (1 or more as appropriate)
	TCHI staff	TCHI staff are members of the Executive Committee (as appropriate) and will attend Committee meetings.
Expectations	It is expected that all Executive Committee members will: <ul style="list-style-type: none"> ▪ Understand the vision, objectives and desired outcomes of the collaboration. ▪ Understand and consider the interests of Partners and Members. ▪ Take a genuine interest in TCHI's outcomes and overall success. ▪ Act on opportunities to advocate for and promote TCHI and build positive relationships with members and stakeholders. ▪ Support open and respectful discussion and encourage fellow Executive Committee members to voice their insights. ▪ Actively participate in meetings through preparation, attendance, discussion and completion of assigned actions. 	
Chair	The responsibilities of the Executive Committee Chair are to: <ul style="list-style-type: none"> ▪ Create an effective Executive Committee meeting. ▪ Ensure the Executive Committee discharges its obligations. ▪ Liaise with the TCHI Director and staff as required. 	
Term	Members will be appointed to the Executive Committee for a period of up to 3 years. Appointment terms may vary to support succession and ensure continuity of corporate knowledge. A further term (or terms) may be granted, with the agreement of the Executive Committee.	
Meetings	Frequency	Monthly meetings. Additional meetings and working groups may be scheduled as appropriate.

	Quorum	At least four members are required for a quorum, consisting of: <ul style="list-style-type: none"> ▪ two (2) partner organisation representatives PLUS ▪ two (2) other members.
	Proxies	Proxies are to be nominated on an annual basis, and attendance confirmed with the TCHI Director.
	Chair	In the absence of the scheduled Chair, the Executive Committee members present will appoint a meeting Chair.
	Decision-making	A decision can only be made if a quorum is present. Decision-making by consensus is preferred. Where consensus cannot be reached, the Chair has the discretion to make a decision if the matter cannot be deferred.
	Minutes	The minutes are the final and only record of meetings. Decisions recorded in the minutes are the only decisions of the Committee.
Conflict of Interest	Executive Committee members must maintain awareness of actual, potential or perceived conflicts of interest and not engage in discussion or decision-making of the Committee where a conflict exists that cannot be appropriately managed. A declaration of interests register will be maintained for members of the Executive Committee and members are required to ensure this is current at all times.	
Confidentiality	Whilst TCHI strives to ensure openness and transparency in all its activities, members of the Committee are expected to exercise discretion with respect to information they may obtain through the collaboration which is sensitive or confidential in nature.	
Remuneration	Members of the Executive Committee will be reimbursed agreed expenses for attendance at meetings, and are to contact the Director of TCHI to arrange.	