

Portfolio:	Education Development and Delivery	Ref. No.	TOR-4893
Department:	Scholarships & Grants Department		
Title:	Australia and Aotearoa New Zealand Scholarship and Grant Committee		

1. PURPOSE AND SCOPE

This policy sets out the Terms of Reference for, and the function of, the Australia and Aotearoa New Zealand Scholarship and Grant Committee (ANZSGC), formerly the Board of Surgical Research which was established in 1999. The ANZSGC is the body responsible for the administration, co-ordination, selection and monitoring of RACS Scholarships and Grants.

2. KEYWORDS

Committee, Surgical, Research, Scholarship, Terms, Reference, Grant

3. BODY OF POLICY

3.1. Duties and Responsibilities

ANZSGC has delegated authority, and, as such, is accountable to the Professional Standards and Fellowship Services Committee (PSFSC) for the fulfilment of the duties and responsibilities outlined below:

3.1.1. Objectives

- a. To foster a research milieu within RACS
- b. To increase RACS' research profile amongst Fellows, Trainees SIMGs and the wider community
- c. To be accountable to PSFSC for reporting on any matters directed to it by PSFSC and on any research related policy or matters of which PSFSC should be advised
- d. To ensure fiscal responsibility in maintenance of RACS bequests
- e. To take an active role in directing research funding
- f. To develop and review policy relating to scholarships, fellowships and grants

3.1.2. Duties and responsibilities

- a. To create initiatives aimed at enhancing the research profile of RACS
- b. To advise PSFSC on matters pertaining to scholarships, fellowships and grants.
- c. To advise on budget priorities for research activities and recommend to the Resources Committee budget allocations for scholarship funds
- d. To ensure scholarship holders seek additional research funds from alternative funding bodies
- e. To consider and advise on research policy issues brought forward by other committees and to facilitate the development and implementation of these

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- f. To be responsible for the full range of issues relating to the development and implementation of scholarship, fellowship and grant policies
- g. To ensure that appropriate two-way communication channels are in place for information about scholarship, fellowship and grant issues and the promulgation of policy decisions
- h. To ensure that an appropriate process is used to make timely decisions about the allocation of scholarships, fellowships and grants and their ratification by PSFSC
- i. To oversee all RACS administration relating to the named awards
- j. To review the value of research scholarships every three years to keep up to date with CPI
- k. To recruit, onboard and oversee a Reviewer Panel who can substitute for ANZSGC Chair or Members as reviewers and on a selection panel for any Scholarship or Grant according to the Reviewer Panel Terms of Reference
- l. The Chair will have the delegated authority to make decisions about the scholarship portfolio in the period between meetings

3.2. Powers

ANZSGC has such executive powers and decision-making authority as the Research and Academic Surgery Committee (RASC) delegates to it in order to carry out its function. This may include approval of policies, manuals, and plans and appointment of members.

3.3. Composition and Size

ANZSGC will consist of the following members, all with voting rights:

- Chair, who is a RACS Councillor
- Deputy Chair
- Australian and New Zealand Society of Cardiac & Thoracic Surgeons representative
- General Surgeons Australia representative
- New Zealand Association of General Surgery representative
- Neurosurgery Society of Australasia representative
- Australian Orthopaedic Association representative
- New Zealand Orthopaedic Association representative
- Australian Society of Otolaryngology Head & Neck Surgery representative
- New Zealand Society of Otolaryngology Head & Neck Surgery representative

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- Australian Society of Plastic & Reconstructive Surgeons representative
- New Zealand Association of Plastic & Reconstructive Surgeons representative
- Australia and New Zealand Association of Paediatric Surgeons representative
- The Urological Society of Australia and New Zealand representative
- Australia and New Zealand Society for Vascular Surgery representative
- Academic Surgery Section representative
- International Engagement Committee representative
- Indigenous Health Committee representative
- Military Surgical Section representative
- Censor-in-Chief - Ex-Officio Member
- Research & Academic Surgery Committee Chair - Ex-Officio Member

In attendance:

- Senior Scholarship Program Coordinator
- RAAS General Manager or representative
- Foundation for Surgery Manager

ANZSGC may seek approval from PSFSC for co-option of further members.

3.4. Tenure and Method of Appointment

Members of ANZSGC are appointed for three-year terms and are entitled to serve a maximum of nine years consecutively.

Expressions of interest for the position of Chair, ANZSGC, are invited from Members of the Council. These are reviewed by the current Chair, ANZSGC. A nomination will then be sent to PSFSC for ratification. The Deputy Chair is to be nominated by the Chair of ANZSGC and is ratified by RASC. The respective surgical specialty and other committees will be responsible inviting expressions of interest for nominating one of their own members to ANZSGC.

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3.5. Meetings

ANZSGC will hold three meetings per year and any other meetings deemed necessary. The RACS President and Chief Executive Officer may attend any meeting and the President may chair any meeting. Invited persons are welcome to attend all or part of a meeting but do not have voting rights.

3.6. Quorum

Five members of ANZSGC will constitute a quorum.

3.7. Accountability

ANZSGC is accountable to RASC for fulfillment of the duties and responsibilities outlined in the Terms of Reference.

3.8. Reporting Structure

- 3.8.1. ANZSGC is to approve the list of successful scholars after a thorough and ratified selection process and oversee the notification of all successful scholarship/award recipients.
- 3.8.2. To meet due diligence standards, the outcome of successful scholars will be reported for noting to the Executive Director of Surgical Affairs (EDSA) in Australia and Aotearoa New Zealand and to PSFSC.
- 3.8.3. ANZSGC to approve new scholarship/grant policies and changes to existing policies, and report these to RASC and PSFSC for noting.
- 3.8.4. ANZSGC proceedings shall be recorded in minutes and be reported to RASC for noting.
- 3.8.5. ANZSGC will provide reports to the Foundation for Surgery for noting.

3.9. Secretariat

The Secretariat will be the Senior Program Coordinator, Scholarships and Grants.

3.10. Access to policy

This policy may be accessed by RACS and staff.

4. ASSOCIATED DOCUMENTS

- MANUAL: The Chairing and Participating in Meetings Manual
- POLICY: Expressions of Interest – RACS Committees and Working Groups
- TOR: Scholarship and Grant Reviewer Pool

Approver and Authoriser: Professional Standards and Fellowship Services Committee (PSFSC)

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