

BIA Early Career Researchers' Committee

Proposed terms of reference

Target population: Individuals in medical, nursing or allied health professional roles ('healthcare professionals') with an interest in infection research from undergraduate to level of intermediate fellowship

Aim: To encourage and support healthcare professionals' entry into infection research, subsequent research activity and research career progression

Objectives:

- To set-up and organise new activities/programmes to meet the general aim
- To run operations or provide oversight (if operations outsourced) of ongoing activities/programmes
- To be receptive to the needs of the target population
- To facilitate networking and research opportunities for the target population

Specific roles within committee:

- **Chair** - Coordinates and manages committee (including meetings), default representative of the committee to other BIA or external organisations, provide overall leadership
- **Secretary** - Organises the meetings, writes and distributes minutes, responsible for communication within and outside the committee.

Further roles to be determined and appointed as the need arises.

Committee Procedures:

Appointment to the committee

- Size of the committee limited to 10
- No term limit on committee, but members can resign with immediate effect
- General principle and aspiration to ensure diversity of representation across geographies, demographics and career backgrounds. No stipulations on makeup currently, but this will need to be reviewed, with an initial review date of March 2022.
- Criteria for consideration of the committee is declared self-interest. If more applicants than places available, then places will be appointed by majority committee decision according to suitability of candidate and ensuring diversity with the aforementioned principles.

Appointment to specific roles

- Nominations by one committee member are required. Individuals can nominate self
- Appointment to position automatic if single nomination; committee-wide majority vote to decide if multiple nominations.
- No term limit, but one month's notice to be given for stepping down from any roles to allow renomination and appointment
- Positions are reconfirmed at six monthly intervals.

Meetings:

- For the initial setting up period, meetings will be on a monthly basis
- At a time that the Committee agrees, this will move to quarterly meetings
- Additional meetings called for at discretion of the Chair
- Minutes to be kept by the Secretary at distributed to committee and Chris Chiu.
- Decisions passed by majority vote, casting vote by chair.