

Neami Research & Evaluation Committee Terms of Reference

1. Title

Neami Research & Evaluation Committee

2. Purpose

The Neami Research and Evaluation Committee oversees and supports Neami's research and evaluation agenda, ensuring safe, ethical, and beneficial projects are undertaken in a manner which is respectful and considerate of consumers at all times.

3. Membership

3.1 The Committee is comprised of the following core members:

- Neami CEO
- Neami General Manager Service Development
- Neami Research Coordinator
- Up to Five Academics with at least one with a lived experience
- At least two individuals with a lived experience (drawn from Neami or external service users)
- Neami Direct Service Staff (x2)
- Neami Manager (NLT member)

3.2 On occasions, other individuals may be invited to attend various Neami Research and Evaluation Committee meetings, for example to address specific research issues which relate to their area of expertise.

3.3 Staff, consumer and academic membership is designated through a rolling recruitment program with an advertised expression of interest and application process.

3.4 Neami NLT manager, staff and consumer members will sit on the Committee for a two year period. NLT manager, staff and consumer members interested in reapplying after serving their term can do so through the designated expression of interest and application process.

3.5 Academic members may sit on the Committee for a three year period with opportunity to renominate beyond this period. By agreement of the Committee Chairperson, membership

of academic members will be extended on an annual basis if the member expresses the willingness and capacity to continue their role on the Committee.

- 3.6** A quorum for a meeting of the Committee shall be five members.
- 3.7** Members are able to attend meetings via tele-conference.
- 3.8** The appointment of members shall take into account the following factors:
- a) Level of expertise, knowledge and experience in research & evaluation methodologies
 - b) Level of expertise, knowledge and experience in the mental health sector
 - c) Diversity of expertise, knowledge and experience
 - d) Level of awareness and understanding of the ethical principles involved in research
 - e) Knowledge, skills and experience that complement the knowledge, skills and experience of other Committee members
 - f) Consumer perspectives related to research activity

4. Priority-setting and decision-making

- 4.1** The Committee will provide advice to the chair towards the setting of annual research objectives and priorities, for the Neami Service Development Team.
- 4.2** All decisions must be considered within current resource capacity of the Service Development Team.

5. Chairperson

- 5.1** The Neami CEO shall be the Chairperson of the Committee on an on-going basis.
- 5.2** The responsibilities of the Chairperson include:
- a) Guiding the meetings according to the agenda and time available
 - b) Establishment of annual objectives
 - c) Setting of meeting agendas
 - d) Inviting external expert advisors to attend meetings when required by the Committee
 - e) Ensuring all discussion items end with a decision, action or definitive outcome
 - f) Reviewing and approving the draft minutes before distribution
 - g) Reporting on Research Committee activities to the Neami Board of Directors
 - h) Managing process for re-nomination of Committee members
 - i) Decision making about research proposals in between meetings in conjunction with the Co-chairperson and Research Co-ordinator. While the Chair, Co-chair and

Research Co-ordinator are responsible for this task, Research and Evaluation Committee members can and should be consulted in between meetings as required.

5.3 The Co-chairperson shall assume the responsibilities of the Chairperson if the Chairperson is not available.

5.4 The Neami NLT Manager shall assume the responsibilities of the Chairperson if the Chairperson and Co-chairperson are not available.

6. Co-Chairperson

6.1 A person with a lived experience will undertake the role of Co-chairperson.

6.2 The responsibilities of the Co-chairperson are to collaborate with the Chairperson to:

- a) Establish annual objectives
- b) Set meeting agendas
- c) Invite external advisors to attend meetings when required by the Committee
- d) Ensure all discussion items end with a decision, action or definitive outcome
- e) Review and approve the draft minutes before distribution
- f) Report on R & E Committee activities to the Neami Board of Directors
- g) Manage nomination processes of Committee members (apart from own)

7. Minute taker

7.1 A Neami head office operational support person will undertake the role of minute taker.

7.2 The role of the minute taker is to:

- a) Schedule meetings and notify committee members
- b) Coordinate Committee meeting attendance
- c) Distribute the agenda one week prior to the meeting along with all necessary documentation requiring review, discussion or comment
- d) Take notes of proceedings and prepare minutes of meeting
- e) Distribute the minutes and actions log to the Chair and Research Coordinator for review one week after the meeting

The minutes shall be checked by the Chairperson and accepted by all Committee members as a true and accurate record at the commencement of each meeting.

8. Frequency of meetings

8.1 The Committee shall meet as frequently as necessary, but no less than four times per year.

9. Functions

9.1 The functions of the Neami Research and Evaluation Committee are:

- a) To encourage high quality research activity throughout Neami and promote ways to foster a culture of enquiry and commitment to research amongst all staff
- b) To determine areas of focus for Neami's research program within the context of the directions identified in Neami Strategic Plan
- c) To consider and advise on all research and evaluation proposals to be conducted under the auspice of Neami
- d) To build in mechanisms for monitoring the progress of research projects and provide advice and feedback where necessary
- e) To develop strategies with support from the National Leadership Team to support research findings being transferred into practice
- f) To refer to established guidelines for publication of research results and publicity, including a policy regarding media contact
- g) To review the membership of the Committee on an annual basis
- h) To advise on the development of a Neami policy regarding the dissemination of research findings, i.e. building of the knowledge base within the organisation and the transfer of research findings into practice
- i) To support and advise on the development of academic and other appropriate affiliations with research bodies within Australia and internationally
- j) To raise questions on ethical considerations involved in Neami research and evaluation activity
- k) To prepare an annual report on the Committee

10. Annual review

10.1 The Terms of Reference shall be reviewed annually at the final meeting in each year or as required.