



## **Terms of reference of ETA Research Committee**

1. The role of the Research Committee is to make recommendations to the Executive Committee on issues relevant to promoting research in the ETA and on initiatives the Association might undertake to promote collaborative research amongst members and to further advance understanding of basic and clinical science in thyroidology. The committee will also rank applications for Research Grants to recommend to the ExCom.
2. Proposals for research grants require to be approved by the ExCom
3. The Committee will comprise 5 experts in areas related to thyroidology including a member of the Executive Committee who will chair the Committee. The Treasurer will be in attendance for finance related matters.
4. The committee should comprise at least 2 basic scientists and 2 clinical members
5. One member of the Committee will be a non-ETA member, preferably not based in Europe, in order to provide a disinterested overview on the work of the Committee.
6. Non-voting secretarial assistance may be present at meetings of the Committee.
7. Where agreement is not unanimous, decisions will be taken by majority vote with the Chair having a casting vote.
8. Committee members will be allowed one term of office only which will be for 3 years. Where necessary for continuity, this may be extended by one additional year.
9. During their term of office, members may not receive research grants from the ETA awarded by the Committee and may not vote on issues where they have a significant conflict of interest (including awards to members of their own institution)
10. Meetings of the Committee will be convened at least once yearly and do not need to be face-to-face. A minimum of 4 members need to be present for the meeting to be quorate.
11. The activities of the committee will be recorded in minutes and the suggestions notified to the ETA ExCom. A report will be presented annually to the Executive Committee. Once agreed by the ExCom, the report will be made available to members.

Agreed by ETA ExCom Feb 2015