

NHIVNA Research Subcommittee

Terms of reference of the Research Subcommittee ('the subcommittee')

Membership and appointment	<ul style="list-style-type: none"> Membership of the subcommittee is agreed at the NHIVNA Executive Committee Away Day meeting, usually held in September each year. Any member of the Executive Committee can join the subcommittee. Each appointment to the subcommittee is for 12 months and is reviewed at the end of that period to enable newly appointed Executive Committee members to join and to offer new experiences for existing members. The chair of the subcommittee may co-opt individuals onto the subcommittee to assist with projects and activities. Each member of the subcommittee is expected to participate in activities of the committee. The chair of the subcommittee may invite additional members to join the judging panel to assist with scoring and reviewing of applications. <p>Helen Reynolds (Chair 2024–2025) Andy Marshall (Vice-Chair 2024–2025)</p>
Chairing	<ul style="list-style-type: none"> Chair and vice-chair are appointed at the NHIVNA Executive Committee Away Day and the roles are reviewed at each 12-month interval. The Vice-Chair will chair the meetings in the absence of the Chair.
Frequency of meetings	<ul style="list-style-type: none"> Maximum of four meetings per annum to be held, to include the research awards judging panel, ensuring that the schedule allows for reporting to the Executive Committee.
Quorum	<ul style="list-style-type: none"> Three members should be present for decision to be made. One of these must be the Chair or Vice-Chair. If no quorum, minutes must reflect this and any actions will need approval by whole committee, either by email following the meeting or at the next meeting.
Record of meetings	<ul style="list-style-type: none"> The Secretariat will provide administration support to the subcommittee. Minutes will be distributed electronically to members and uploaded to the subcommittee pages of the NHIVNA website.
Reporting mechanism	<ul style="list-style-type: none"> The subcommittee will report to the NHIVNA Executive Committee at each meeting. This will be undertaken by the Chair, Vice-Chair or other elected representative as necessary.
Functions	<p>The subcommittee is responsible for:</p> <ul style="list-style-type: none"> Leading on research, and the research awards. Agreeing any events for NHIVNA members and non-members relating to research. Leading on the development and judging of the NHIVNA Research Awards The subcommittee can manage any budget applied to it by the Executive Committee for the process of research and research awards.
Resources and budget	<ul style="list-style-type: none"> A budget will be agreed by NHIVNA Officers and the Chair each year at the NHIVNA Executive Away day meeting. The subcommittee is also responsible for seeking additional resources from external sources to support the work of the subcommittee, as required.

Relationships	<ul style="list-style-type: none"> ▪ The subcommittee reports to the NHIVNA Executive Committee. ▪ When appropriate, the subcommittee will liaise with the NHIVNA Education Subcommittee and NHIVNA Events Subcommittee to meet the requirements of the Association.
Communications	<ul style="list-style-type: none"> ▪ Communication between meetings will take place via email. ▪ Meetings may be either face-to-face or held online. ▪ Secretariat to set up and maintain an email membership list.
Documents	<ul style="list-style-type: none"> ▪ All shared information can be found on the subcommittee workspace in the secure members' area on the NHIVNA website.
History and updates	<ul style="list-style-type: none"> ▪ The Terms of Reference (this document) should be reviewed annually at the first subcommittee meeting following the NHIVNA Away Day meeting.

Version control	Date and updates
Original	2 March 2023
Version 2	28 September 2023 New chair and vice-chair
Version 3	26 November 2024 New chair and vice-chair