



ON TRACK NETWORK
BETTER HEALTH FOR MOTHERS AND BABIES
Te Awhi Rito

ON TRACK Network National Executive Committee Terms of Reference

Document Version: 4.0

Authors

This document was prepared by:

Katie Groom

Associate Professor of Maternal and Perinatal Health

Hugo Charitable Trust Research Fellow

Maternal Fetal Medicine Subspecialist

+64 9 373 7599 ext 89823

k.groom@auckland.ac.nz

The University of Auckland, Building 505, Level 2, 85 Park Road, Auckland

Version History

| Date | Document Version | Document Revision History | Document Author/Reviser |
|----------------------------|------------------|-----------------------------------|--|
| 20 th June 2016 | 1.0 | Initial version | Katie Groom, Caroline Crowther, Ella Baker |
| 24 th May 2019 | 2.0 | Updated to reflect new membership | Gillian Vernon |
| 26 th Mar 2021 | 3.0 | Updated to reflect new membership | Gillian Vernon |
| 28 th Oct 2021 | 4.0 | Updated membership section | Gillian Vernon |
| | | | |

Approvals

| Date | Document Version | Approver Name and Title | Approver Signature |
|---------------------------|------------------|--|--------------------|
| 8 th July 2016 | 1.0 | Caroline Crowther, Chairman, SRIF Steering Group | |
| | | | |
| | | | |
| | | | |

Contents

| | |
|---|----------|
| 1. Background | 4 |
| 2. Role of the ON TRACK NETWORK National Executive Committee | 4 |
| 3. Responsibilities of National Executive Committee Members | 4 |
| 4. General | 5 |
| 4.1 Membership | 5 |
| 4.2 Frequency of Meetings | 5 |
| 4.3 Agenda, Minutes, and Papers | 5 |
| 4.4 Network Manager | 5 |
| 4.5 Decision-making | 5 |

1. BACKGROUND

The ON TRACK Network has been established to build upon New Zealand's current strong expertise in maternal and perinatal health to develop a new, transnational, maternal, neonatal and pediatric network of researchers. This has been funded by an award from the University of Auckland Strategic Research Initiative (SRI) Fund with the following key objectives:

1. To build the ON TRACK Network across professional groupings and geographical locations in New Zealand, by engaging and energising the research-interested community, to undertake investigator-initiated, high priority, collaborative, clinical research trials in maternal, fetal, and neonatal health, including long-term outcome studies.
2. To build a Central Coordinating Clinical Trials Research Hub (the Health Research Platform), based at the Liggins Institute that provides key infrastructure support for the conduct of these high quality research trials.
3. To conduct high quality, large scale, cross disciplinary research within the ON TRACK Network to address major health challenges and to disseminate and apply new research findings to inform health practice and policy and so promote better health and well-being for our communities.

2. ROLE OF THE ON TRACK NETWORK NATIONAL EXECUTIVE COMMITTEE

The role of the **ON TRACK Network** National Executive Committee is as follows:

- Develop a Strategic Plan for the Network including a vision, mission statement, core values, research goals, organisational structure and sustainability
- Build training capacity within ON TRACK Network
- Liaise with Health Services, District Health Boards (DHBs), Ministry of Health (MOH) and other Stakeholders
- Facilitate the generation of new research priorities and questions
- To support and advocate the importance of maternal and perinatal health clinical research
- Facilitate the dissemination of research findings
- Facilitate collaborations with other Clinical Trial Networks

3. RESPONSIBILITIES OF NATIONAL EXECUTIVE COMMITTEE MEMBERS

Individual National Executive Committee members have the following responsibilities:

- Understand the goals, objectives, and desired outcomes of the project.
- Take a genuine interest in the project's outcomes and overall success.
- Act on opportunities to communicate positively about the Network and projects at their locality.
- Provide feedback to the ON TRACK Network SRI Steering Group and the Operations Management Committee of the Research Hub.
- Actively participate in meetings through attendance, discussion, and review of documents.

4. GENERAL

4.1 Membership

The National Executive Committee will be formed by members' representative across the disciplines of maternal and perinatal medicine, and across ethnicity and geography in New Zealand.

- Members will be appointed following calls for expressions of interest.
- Representation for Māori, Pacific peoples and consumers will be strongly encouraged.
- Membership will be for a 3-year term unless:
 - a member makes a formal request to the Chairperson to step down in advance.
 - a member fails to attend at least four meetings per year (or the equivalent of a minimum 2/3 of meetings per year) without good reason.
- Renewal of membership will be considered at the end of each term with consideration of:
 - Active participation during course of term(s) served.
 - Need for Committee sustainability, succession plan, representation, opportunity for new membership.

4.2 Frequency of Meetings

The National Executive Committee will have a tele/videoconference meeting every two months and face-to face meetings when opportunities arise.

4.3 Agenda, Minutes, and Papers

Agenda, minutes and decision papers (if applicable) will be sent to members in advance of a National Executive Committee meeting. The Chairperson will ensure that accurate minutes are taken, stored and distributed to the members.

4.4 Network Manager

The Network Manager will be responsible for day-to-day running of the Committee reporting to the Chairperson of the Executive Committee.

4.5 Decision-making

Decision making will be by consensus. If this not possible, the Chairperson may put a motion to majority vote.