

**Joint Early Career Researcher Committee for the  
School of Clinical Sciences at Monash Health (SCS)  
& the Hudson Institute**

*Running title:*

**Monash Health Translation Precinct Early Career  
Researcher Committee (MHTP-ECR Committee)**

**Constitution**

**July 2020**

# **The Constitution of the MHTP-ECR Committee**

---

## **1. TITLE**

- a. The Organisation shall be known as the Monash Health Translation Precinct Early Career Research Committee, hereafter referred to as 'MHTP-ECR committee' or simply 'the committee'.

## **2. OBJECTIVES**

The objectives of the Organisation are:

- a. To represent ECRs at School, Faculty and University levels and connect ECRs within the MHTP (including SCS and the Hudson Institute, as well as the Monash Centre for Health Research and Implementation (MCHRI, also geographically located at MHTP). ECR is defined as those within 10 years of receiving their PhD (allowing for eligible career interruptions).
- b. To organise events that include ECRs from MHTP (including SCS, Hudson Institute and MCHRI).
- c. To enhance ECR communication and interaction with senior researchers and administrators.
- d. To provide ECRs with the opportunity to network, transfer knowledge and establish collaborative partnerships.
- e. To keep ECRs informed with opportunities to network, enhance professional development, and career opportunities.

## **3. FUNDING**

- a. The MHTP-ECR committee is funded equally by the SCS and Hudson Institute for its running costs. The MHTP-ECR committee remains an independent committee with regards to its stated aims.
- b. The SCS ECR committee has historically worked closely with the Hudson ECR committee in hosting various events. As the committees are joint and now regarded as one entity, the costs are shared equally.

- c. The assets and income of the committee shall be applied solely in furtherance of its above mentioned aims and no portion shall be distributed directly or indirectly to the members of the group except as *bona fide* compensation for services rendered or expenses incurred on behalf of the group.

#### **4. EVENTS**

- a. All events organised solely by the MHTP-ECR committee must aim to be inclusive to the majority of its members. However, the committee may support events run by other societies through funding and/or advertising.
- b. A primary aim of the committee is to provide professional career development opportunities among ECRs by hosting events. Three staple annual events are the **ECR Annual Meet & Greet** (formerly known as the Welcome Event”), the **ECR Speed Networking event** and organising and implementing the **ECR mentoring program**.
- c. The ECR mentoring program for SCS is organised and implemented by SCS members of the committee, while the Hudson Institute mentoring program is organised independently by the Hudson Institute professional development team.
- d. The committee event managers are responsible for coordinating the planning of major events. There are at least two event co-managers for each event. Event managers drive the event and coordinate with other committee members to run the event. Event manager positions are voluntary. If no one volunteers, the Chair/s may appoint managers at their discretion.
- e. **ECR Annual Meet & Greet**
  - i. The purpose of the ECR Annual Meet & Greet, which takes place in Autumn, is to bring together ECRs from across the MHTP in an informal setting. It shall also double as the AGM.

- ii. All members of the committee must contribute to the organisation of the event. However, it is the responsibility of the events manager to allocate these jobs to committee members and ensure that all of these jobs are completed.

*Tasks include (not all may apply depending on event needs):*

- Compiling an event budget
- Finding an appropriate venue and manage appropriate catering services
- Deciding on the theme for the event and guest speakers
- Inviting VIP guests. These may include heads of Schools and Institutions, senior researchers etc.
- Arranging gifts for speakers and VIPs
- Liaising with the Chairs on the AGM aspect of the event
- Promoting the event (with the help of the media officer(s)) and managing registrations
- It is the responsibility of the departmental representatives in the committee to add new ECRs in their respective departments to the email list and to encourage them to attend ECR events
- Maintaining attendance at events
  - a. Sending personal emails to SCS-ECR committee centre representatives encouraging them to promote the event amongst their peers
  - b. Contacting administrative staff to include event advertising in newsletters/weekly update emails
  - c. Contacting Directors/Head of departments/Lab heads requesting they promote the event to ECRs
- Compiling a post-event survey to send to attendees
- Compiling a summary document after the event and distributing this to the heads of SCS and Hudson Institute

**f. ECR Speed Networking event**

- i. The purpose of the ECR Speed Networking event is to encourage interdisciplinary and inter-Centre / -Departmental / -School collaborations and to provide ECRs with the opportunity to gain additional funding for innovative research.
- ii. All members of the committee must contribute to the organisation of the event. However, it is the responsibility of the events manager to allocate these jobs to committee members and ensure that all of these jobs are completed.

*Tasks include:*

- Finding appropriate venue
- Organise catering if required
- Compiling an event budget (in coordination with other Institutes and Centres who are contributing to the grant pool)
- Organising adequate review process
- Compiling a post-event survey to send to attendees
- Compiling a summary document after the event and distributing this to the head of the SCS

**5. THE COMMITTEE**

- a. The MHTP-ECR committee shall consist of ECRs from SCS and the Hudson Institute, as well as representative(s) from MCHRI.
- b. The Committee will consist of at least one representative from each department. It is the responsibility of the sitting committee to advertise the Committee and any available roles to the ECR community to ensure all positions are occupied.
- c. The committee will consist of a minimum of four people with positions, such as Chair, Secretary, and other such Office Bearers as may be deemed necessary by the committee. All Office Bearer positions are voluntary and

are to be filled by members of The Committee. If a position is vacant, the Chair has the discretion to appoint a member to fill that role.

- d. Committee members positions will be appointed at handover meetings of the Committee at the end of the year, or when necessary, and announced at the AGM and communicated via email and intranet web pages. The members are nominated for defined roles by other committee members or themselves. Nominations should be discussed openly with the outgoing committee members. A democratic vote or discussion will decide the new committee members. Recommended maximum term of office, though not compulsory, is three years. Members may stay on beyond this if there is no suitable replacement.
- e. Committee member roles are not limited to those outlined here and position names may be altered prior to the AGM accordingly. The Committee will be required to help out with event management regardless of their defined role and all members can delegate tasks where necessary.
  - I. Co-Chairs (one Chair from SCS and one Chair from Hudson Institute)**
    - i.*** Set agenda and chair meetings
    - ii.*** Delegate responsibilities
    - iii.*** Oversee all event planning progress
    - iv.*** Liaise with all committee members to ensure progress
    - v.*** Liaise with ECR co-ordinators in SCS and Hudson Institute
    - vi.*** Bring objective input where disputes/disagreements occur
    - vii.*** Approve all outgoing emails and media content
    - viii.*** Planning and implementing event budgets
    - ix.*** Organising monetary movements and invoices/receipts
    - x.*** Liaise with committee members regarding all financial matters
    - xi.*** Approve all matters that require payment
  - II. Secretary**
    - i.*** Act as a point of contact for all ECRs
    - ii.*** Taking and distributing minutes in the meetings
    - iii.*** Maintaining shared drive access for all committee members
    - iv.*** Organising the AGM and committee handover

- h. Non-office bearing members do not have specific roles but are required to carry responsibilities defined by discussions with office bearing members.
- i. The committee shall meet a minimum bi-monthly but are recommended to meet more frequently during the organisation of events and keep in contact via email and other appropriate channels.

## **6. COMMITTEE MEETINGS**

- a. The elected Chairs, or in their absence, nominated person shall chair the meetings of the committee.
- b. The secretary, or in their absence, a nominated person shall take the minutes.
- c. Any office-bearing committee member that is absent from three consecutive committee meetings without apology or due cause may, at the committee's discretion, be deemed to have resigned their position, and a new committee member will be named.

## **7. ANNUAL GENERAL MEETING**

- a. The Annual General Meeting (AGM) of the committee shall be held within twelve months of the committee inaugural meeting or last AGM.
- b. In addition to the guidelines outlined above, at the AGM the committee members shall present a summary of the previous year (e.g. finance reports, event feedback, recommendations etc).
- c. At the AGM, any committee member election results and makeup of the committee will be made known to the attendants.

## **8. ACCOUNTS**

- a. The committee shall keep such books of accounts as are necessary to exhibit and explain the transaction and financial position of the Organisation in regards to the sum of money received and expended by

and on behalf of the committee. Audited accounts of these transactions shall be made available at each AGM.

## **9. AMENDMENTS TO THE CONSTITUTION**

- a. Amendments should not be made unless deemed absolutely necessary
- b. Amendments to the Constitution may be made only by approval of the current committee (at least 50%).
- c. All committee members should read this document at the commencement of their term and discuss any issues with the previous committee

## **10. DISPUTES**

- a. All disputes between Committee members will be handled objectively by the Chairs. In the event that a Chair is involved, the dispute shall be submitted in writing to the head of School and added to the agenda of the meeting.
- b. Disputes between external organisations and the committee will be handled by the Chairs with consultation between committee members and, if necessary, the office of the head of School.