

# SCIENTIFIC COMMITTEE

## Terms of Reference



### 1. Purpose

The EMDR Association of Australia (EMDRAA) promotes best practices in EMDR therapy knowledge to its members and other EMDR therapists, increasing our capacity to heal the community.

The purpose of the Scientific Committee is to

- 1.1 Provide oversight of the EMDRAA Conference scientific program.
- 1.2 Lead the EMDRAA grants, scholarships and prizes development and implementation.

### 2. Objectives

The Scientific Committee advises the Chief Executive Officer (CEO) and the EMDRAA Board on initiatives that support the organisation's efforts to deliver high-quality education, training, and engagement to members and the community.

### 3. Duties and Responsibilities

The Scientific Committee will have the delegated power listed in this document and make recommendations to the CEO and the EMDRAA Board regarding the abovementioned purpose and objectives.

### 4. Powers

The Scientific Committee has delegated authority to:

- 4.1 In conjunction with the Conference and Events Committee, establish the theme for the annual Conference.
- 4.2 With the Conference and Events Committee, prepare recommendations for the annual conference's keynote speaker(s).
- 4.3 Establish the framework and requirements for Conference abstract submissions.
- 4.4 Assess and select abstract submissions for suitability to present at the Conference.
- 4.5 Recommend abstract submissions to the Conference and Events Committee as potential education presenters for other education opportunities.
- 4.6 Recommend the suitability of those to present posters for the Conference.
- 4.7 Judge poster presentations at the Conference for eligible prizes.
- 4.8 Develop a policy framework and application process for EMDRAA grants, scholarships, and prizes.
- 4.9 Evaluate grant, scholarship, and prize applications and make recommendations to the board for approval.

### 5. Composition

- 5.1 Membership of the Scientific Committee will include up to 8 members from across the membership.
- 5.2 Membership will consist of a diverse group of members, with the aim of:
  - 5.2.1 at least two (2) Accredited Consultants
  - 5.2.2 at least two (2) Accredited Practitioners
- 5.3 Membership will aim to include a diverse representation of professional skills and knowledge.
- 5.4 The committee may appoint co-opted members for short periods of time as required for their skills or knowledge.

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- 5.4.1 Co-opted members will not have voting rights.
- 5.5 The Marketing and Events Coordinator will provide secretariat support and input to this Committee.
- 5.6 The CEO or the Board may appoint independent members.
- 5.7 The CEO may be in attendance.

## 6. Method of Appointment

- 6.1 The Scientific Committee shall be formed through expressions of interest from the membership, advertised in the EMDRAA Essentials newsletter or other communication methods, and approved by the CEO or Board.
- 6.2 The Chair and Deputy Chair shall be appointed by election of the Committee and with approval from the CEO or Board.

## 7. Tenure

Appointment to the Scientific Committee is ideally for a minimum of one (1) year; with a maximum appointment of three (3) years, unless approved by the CEO.

## 8. Meetings

- 8.1 Meetings of the Committee will align with the powers delegated to them.
- 8.2 Members are expected to:
  - 8.2.1 attend committee meetings and actively participate in discussions.
  - 8.2.2 read agenda papers and minutes of meetings.
  - 8.2.3 keep matters relevant to the Terms of Reference.
  - 8.2.4 maintain confidentiality on matters.
  - 8.2.5 dedicate time to the committee-related activities.
- 8.3 Members of the committee must:
  - 8.3.1 comply with all EMDRAA codes, policies, and other requirements, including declarations of interest, confidentiality, and privacy.
  - 8.3.2 will not represent, submit, or promise anything on behalf of EMDRAA or take any action that obligates EMDRAA without written permission from the Board or the CEO.
  - 8.3.3 will not enter contracts, agreements, or incur expenses or liabilities on behalf of EMDRAA, except by delegated authorities as determined by the Board or with the prior written authorisation of the Board or the CEO.

## 9. Quorum

A quorum is the voting majority of the Scientific Committee, with a deciding vote by the Chair if required.

## 10. Accountability and Reporting

The Scientific Committee will report to the CEO.

## 11. Associated Documents

EMDRAA Code of Conduct

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