Terms of Reference

ABACBS Education and Training Sub-committee

This document serves as the terms of reference (TOR) for the ABACBS Education and Training sub-committee of ABACBS Inc. as required by the rules of the association.

1. Name

The name of the sub-committee is ABACBS Education and Training and herein referred to as the “sub-committee”.

2. Purpose of the sub-committee

a. To enhance communication among those involved in the Australian bioinformatics education and training community
b. To enhance coordination of bioinformatics training activities undertaken in the Australian bioinformatics education and training community
c. To develop a web presence and resources to showcase training activities for the bioinformatics and bioscience community
d. Promote educational and training activities, particularly in skills required for bioinformatics or computational biology
e. Communicate training and education issues of relevance with the community of ABACBS members
f. Promote a network of bioinformatics trainers and educators across Australia
g. Promote diversity and gender balance

3. Initial formation

This sub-committee emerged from the Bioplatforms Australia Training Consultation and discussions at the EMBL Australia Bioinformatics Advisory Committee. Appointed representatives of the community formed the initial Education sub-committee, referred to as the “steering committee”, with the purpose of formally establishing the Education sub-committee.

4. Membership

a. This sub-committee is to be comprised of:

i. Chairperson, who represents the sub-committee at ABACBS Executive committee meetings
ii. A maximum of seven sub-committee representatives
iii. In case of vacancies, sub-committee members can be appointed and/or approved by the ABACBS Education and Training sub-committee until the next ABACBS Annual General Meeting.
iv. Other members can be appointed to “working groups” by the ABACBS Education and Training sub-committee for consultation and to assist in
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ABACBS Training and Education needs. “Working group” members do not hold a vote at ABACBS Education and Training sub-committee meetings.

v. The period of appointment is 2 years with the possibility of renewal.
b. Membership of the sub-committee and working groups will be reviewed at the ABACBS AGM. Expressions of interest will be made to the ABACBS Executive who will make appointments to the sub-committee.
c. All ABACBS Education and Training sub-committee and working group members are required to be ABACBS members.
d. We aspire that this group will have broad geographic, gender equality and diversity representation.

5. Delegated and reserved powers
   a. Membership of Education and training-related organisations are to be approved by the ABACBS Executive Committee.
   b. Organise and promote ABACBS Education and Training events approved by or delegated by the ABACBS Executive Committee.
   c. The ABACBS Education sub-committee is bound by the ABACBS Inc. constitution.

6. Meetings, agendas and minutes
   a. Meetings and notification of meetings are to be held in accordance with the rules of ABACBS Inc.
   b. Attendance at sub-committee meetings is open to all ABACBS members and meetings will be openly advertised.
   c. No business may be conducted at a sub-committee meeting unless a quorum is present. A quorum, being the majority of sub-committee members, is required to be present within 30 minutes of the start of the meeting.
   d. Minutes of meetings are to be recorded in accordance with the rules of ABACBS Inc.
   e. Proxy voting is permissible at meetings in accordance with the rules of ABACBS Inc.
   f. Members who fail to attend three (3) consecutive meetings can be removed by majority vote of the sub-committee and the outcome reported to the ABACBS Executive.
   g. Working group members do not hold a vote.

1. Financial Management and Reporting
   a. Expenses incurred by the Education sub-committee must be first approved by the ABACBS Executive Committee and then accompanied by an Australian Taxation Office compliant tax invoice or receipt for reimbursement from ABACBS.
b. Reimbursements are to be lodged with the ABACBS Treasurer at an agreed reporting interval.

c. Petty cash may be set up for the Education sub-committee on the imprest system.

2. Insurance
   a. All insurances shall be referred to ABACBS Inc.

3. Dissolution or non-continuation of the Education sub-committee
   a. If the Education sub-committee fails to meet these requirements, dissolution or non-continuation of Education as a sub-committee could result.