

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 in referred to as the “sub-committee”.

2. Purpose of the sub-committee

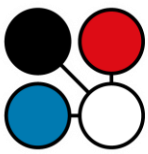
- a. To enhance communication among those involved in the Australian bioinformatics education and training community
- b. To enhance coordination of bioinformatics training activities undertaken in the Australian bioinformatics education and training community
- c. To develop a web presence and resources 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

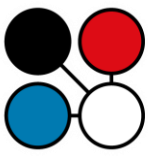
- a. This sub-committee is to be comprised of:
 - i. Chairperson, who represents the sub-committee at ABACBS Executive committee meetings
 - ii. A maximum of seven sub-committee representatives
 - iii. In case of vacancies, sub-committee members can be appointed and/or approved by the ABACBS Education 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.



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- 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.