

COMBINE Terms of Reference

This document serves as the terms of reference (TOR) for the COMBINE subcommittee of ABACBS Inc as required by the rules of association.

1. Name

The name of the sub-committee is COMBINE.

2. Purpose

- a. Represent student interests within ABACBS
- b. Provide outreach in bioinformatics and computational biology training to life science students and early-career researchers (ECRs).
- c. Organise and/or promote educational activities, particularly in skills required for bioinformatics or computational biology.
- d. Promote a network of students and ECRs across Australia
- e. Provide career development opportunities to students and ECRs in the first instance, and other ABACBS members when possible
- f. Maintain affiliation as the ISCB-SC RSG for Australia and promote networking between Australian and International students.

3. Initial formation

Upon appointment of COMBINE as a sub-committee by ABACBS Inc. COMBINE will provide current sponsorship, domain name, "brand" (e.g. logo, reputation), mailing list, organisational documents, status as the ISCB-SC Regional Student Group for Australia to ABACBS Inc. to then be managed by the COMBINE sub-committee in accordance with the Terms of Reference outlined in this document.

4. Membership

- a. The COMBINE sub-committee is to be comprised of:
 - i. President
 - ii. Secretary
 - iii. Treasurer
 - iv. ABACBS Student Representative.
 1. This position is to be fulfilled by the COMBINE President or a duly nominated member of the COMBINE sub-committee.
 - v. Other members from time to time as deemed suitable by the COMBINE sub-committee.
- b. Election of COMBINE sub-committee:
 - i. Nominations and election for President, Secretary and Treasurer are to be in accordance with the Annual General Meeting requirements outlined in the ABACBS Inc rules.

- ii. Nominations and voting of sub-committee positions is to be restricted to student and ECR members as per the ABACBS membership registrar.
- iii. An annual report is to be made at the ABACBS Annual General Meeting by the COMBINE sub-committee President (or nominated proxy)

5. Delegated and reserved powers

- a. To operate financially within the COMBINE sub-committee budget set at the Annual General Meeting each year.
- b. Sponsorship specifically obtained for COMBINE activities by the COMBINE sub-committee that is in addition to the budget established at the Annual General Meeting will be allocated to the COMBINE sub-committee.
- c. Application for sponsorship must be approved by the ABACBS Committee.
- d. Organise and promote events approved by or delegated by the ABACBS Committee under the joint names of "ABACBS" and "COMBINE".
- e. The President or duly nominated ABACBS Student Representative is to report COMBINE activity at the ABACBS Committee meetings and to convey updates where required to the COMBINE sub-committee.
- f. Appoint or remove COMBINE non-elected sub-committee members by majority vote at a COMBINE meeting held in accordance with section 6 of these of Terms of Reference.
- g. COMBINE 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. Minutes of meetings are to be recorded in accordance with the rules of ABACBS Inc.

7. Financial Management and Reporting

- a. COMBINE is to act in accordance with 5a of these Terms of Reference.
- b. The COMBINE Treasurer is to report to the ABACBS Treasurer and to conform to any financial reporting requirements as determined or required by ABACBS.
- c. The COMBINE Treasurer must to his or her best efforts ensure COMBINE expenses within the approved budget are invoiced directly to ABACBS.
- d. Expenses incurred by the COMBINE sub-committee must be accompanied by an Australian Taxation Office compliant tax invoice or receipt for reimbursement from ABACBS.
- e. Reimbursements are to be lodged with the ABACBS Treasurer at an agreed reporting interval.

8. Insurance

- a. All insurances shall be referred to ABACBS Inc.

9. Dissolution or non-continuation of COMBINE

- a. If COMBINE fails to meet these requirements, dissolution or non-continuation of COMBINE as a sub-committee could result.
- b. In the event that COMBINE is either dissolved or fails to continue as a sub-committee, all COMBINE funds are to remain as student related funds only and not to be used for ABACBS general expenses.
- c. Any release of funds to like organisations held after dissolution or non-continuation of COMBINE must be approved at the ABACBS AGM.