

SA Heart[®] Committee's Terms of Reference

Ethics and guidelines Committee

The terms of reference for SA Heart[®] Committees are integrally linked to the strategic plan of SA Heart[®]. This is:

The role and purpose of the ethics and guidelines committee is as follows:

- To advise the board on matters relating to ethics and guidelines within SA Heart[®]. This includes but are not limited to ethical issues regarding cardiovascular disease in the country, provisions of services within the country and opinion pieces regarding news/events/comments regarding CVD in the country.
- In terms of guidelines, guidelines issued by linked associations such as ESC calling for endorsement by SA Heart[®] will be referred to this committee for review and decision.
- Guidelines from SA Heart[®] itself, can be conducted / or may be suggested by this committee in an evidence-based way including members of all special interest groups and should always preferentially be published in SA Heart Journal.
- Ethical issues relating to individual members should be referred to HPCSA or appropriate avenues. Ethical issues relating to provision of care of furthering of scientific information in the country for e.g. Lack of specialized services in a province will be referred to this committee for review and comment and then referred to the board and president for final comment on behalf of SA Heart[®].

The committee's duties and responsibilities are:

- To advise the board on matters relating to ethics and guideline issues within the SA Heart[®] community
- To advise and contribute to ethics and guideline issues especially relating to provision of ethical and just cardiovascular care within the country, contextualizing guidelines to South Africa and consideration of new guidelines that need to be undertaken.
- To assist with ethics and guideline issues
- To review research and travel grant applications
- To advise regarding urgent matters pertaining to ethics and guideline issues that need to be discussed at board and NAC level.
- To contribute to the scientific program of the national congress within the

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congress scientific committee

- To contribute to media requests and SA Heart® social media platforms regarding ethics and guideline issues

Membership should be constituted as following:

- Members should consist of the following:
 - Full paid-up member of SA Heart®
 - Representative of a Special interest group allocated to this committee
 - Have an interest in or previous experience with either ethics or having conducted or been involved in guidelines/evidence-based systematic reviews.
- Members should:
 - Commit to the role within the committee and SA Heart®
 - Abide by the code of conduct adopted by SA Heart®

The chair of the committee will be nominated in the following way:

- The chair should be:
 - A voting member of the committee
 - A full paid-up member of SA Heart®
 - Appointed / Ratified as Chair by the board. The board has the right to remove or replace the chair of a committee, if she/he is not fulfilling the role as chair or not adhering to the code of conduct of SA Heart®.
 - Chairs will rotate and will be appointed for a maximum of two terms

The role of the chair will be:

- To convene meetings of the committee, at minimum 4 per year
- To create a list of deliverables for each committee member including timelines and manage/oversee these
- To create annual reports for the AGM submitted 40 business days before the AGM and to send quarterly minutes to the board for review
- To attend NAC meetings
- To create a budget annually for events and programmes as

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	<p>decided by the committee for activities related to their portfolio and running costs two months in advance of the next financial year for submission to the treasurer and board. Committee members will assist with fundraising for special projects.</p> <ul style="list-style-type: none">• To ensure that all members of the committee adhere to the SA Heart[®] code of conduct.• To create a succession plan within the committee
Frequency of meetings and manner of call	<ul style="list-style-type: none">• At least 4 meetings a year• Meetings should preferably be without cost i.e. can occur using skype• Committee members should be cautioned if more than 2 meetings a year are missed and may be removed from the committee• A 2/3rds majority of the committee members should be present if a vote is required.
Resources	<ul style="list-style-type: none">• The chair will ensure that the board is aware of any challenges the committee/chair experiences immediately• SA Heart[®] office can be asked to assist with admin and organization of projects and meetings.• The committee will utilize SA Heart[®] social media platforms and SA Heart Journal and website for information dissemination
Reporting	<ul style="list-style-type: none">• The committee will report to the board; however, a sub- committee may report to the committee and then to the board.
Date of last review	<ul style="list-style-type: none">• November 2020