

SA Heart® Committee's Terms of Reference

South African Heart Association Registry SHARE

Annexure 9 – SA Heart Board Meeting 29 May 2021

SHARE –TERMS of Reference

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 SHARE committee is as follows:

- To advise the board on matters relating to SHARE registry matters. This includes but are not limited to issues regarding fundraising, projects under SHARE umbrella, progress and exposure at conferences.
- To bring together SHARE registry leadership and principal investigators
- To liaise with colleagues participating in one or more SHARE registries
- To encourage the initiation of new registries and liaise with industry and funders for fundraising and provide dataset for the registry

The committee's duties and responsibilities are:

- To advise the board on matters relating to SHARE registry
- To liaise with and oversee the SHARE project manager
- To advise regarding urgent matters pertaining to SHARE that need to be discussed at board and NAC level.
- Where applicable to contribute to the scientific program of the national SA Heart®/AfricaPCR congress
- To submit and present abstracts to local and international congresses resulting from data collected in the respective registries
- To fundraise for the various SHARE projects in order for the programme to be financially independent
- To contribute to media requests and SA Heart® social media platforms regarding matters the SHARE registries investigate
- Convening a quarterly meeting with committee members and project leader.
- Liaise with industry, funders and hospital groups
- Encourage peers to participate in registries and complete data meaningfully

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Membership should be constituted as following:

- Members should consist of the following:
 - Full paid-up member of SA Heart®
 - SHARE project manager
 - Principal investigators of the various registries
- Members should:
 - Commit to the role within the committee and
 - 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®
 - Voted by the members of the committee or recruited into this post by the Board of SA Heart / Nominations Committee of SA Heart
 - 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.

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 the SHARE registry project including all the registries, prospective registries, salaries and SHARE travel and office expenses two months before financial year end for submission to the Board.
- To fundraise accordingly to cover the expenses of the submitted budget.
- To ensure that all members of the committee adhere to the SA Heart® code of conduct.
- To create a succession plan within the committee

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Frequency of meetings and manner of call

- 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.
- Principal investigators can call for additional meetings relating to their registry with role players concerned

Resources

- The chair will ensure that the board is aware of any challenges the committee/chair experiences immediately
- SHARE office and project manager can be asked to assist with admin and organization of projects and meetings.
- SA Heart[®] office is responsible for financial administration (bookkeeping, payments, SARS submission) for the SHARE project
- The committee will utilize SA Heart[®] social media platforms and SA Heart Journal and website for information dissemination

Reporting

- The committee will report to the board; however, a sub- committee may report to the committee and then to the board.
- The Chair of SHARE will be part of the Stakeholders Committee of the Board

Date of last review

- May 2021