Board Governance Policies

1.2.6 Board Research Standing Committee - Terms of Reference

The Research Standing Committee is a permanent Committee of the ICM Board formed to advise the ICM Board, undertake activities related to midwifery research and which meets regularly.

Purpose
To support the overall mission and aims of the Confederation by enhancing the knowledge of midwifery research as it applies to midwifery education, practice, regulation and management.

Scope
1. In response to Board requests the Research Standing Committee:
   - identifies midwifery research in progress and midwifery research priorities;
   - networks with other researchers in the field of midwifery and reproductive health;
   - supports member association and regulators to strengthen midwifery Research in countries and jurisdictions;
   - provides a platform for sharing resources and research strategies;
   - develops a network of midwifery researchers; and
   - acts as a resource of expert midwifery researchers for access and use by ICM and partners.
2. Focuses on strategic implications with regard to the development, implementation and evaluation of ICM research activities.
3. Provides advice to the Board on ICM research related activities and ensure it is made aware of current research opportunities and activities as they relate to the work of ICM.
4. Provides a resource of expert midwifery researchers for access and use by ICM and partners.
5. Recommends to the ICM Board: activities; priorities; strategies; and practices for strengthening midwifery research globally.
6. Contributes to process and decisions for selection of any ICM Research Awardees.
7. Facilitates specifically targeted midwifery research workshops at each Congress.
8. Facilitates the access to, and dissemination of research relevant to childbearing women and their families, and to midwifery.
9. Represents ICM as requested.
11. Works under the direction of the Board and collaborates with staff in achieving outcomes.
12. Chairperson may invite non-Board members to attend the meetings; however their role is to advise and assist the Committee to do its work.
13. Operationalises the ICM Strategic Directions relevant to the remit of the Research Standing Committee.
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Authority
The Research Standing Committee: advises the ICM Board on matters relating to midwifery Research; makes recommendations to the Board on research activities that flow from the Strategic Plan; and undertakes projects that relate to midwifery Research as directed by the ICM Board.

Membership
The Research Standing Committee is comprised of a minimum of one representative from each of the six regions of ICM. Whilst the working language of the ICM is English, it is advantageous to include where possible members with English as well as French and Spanish. The maximum size of the Committee is 14. The Committee will have two Co-Chairs (preferably from different ICM regions) appointed by the Board from the membership of the Committee. A named Board Member will also be a member of the Standing Committee, acting as Board Liaison to provide a strategic link with the Board. An ICM staff member will also be assigned to the Committee to provide an operational link with the ICM office.

Membership eligibility
Members of the ICM Research Standing Committee must:
- be a midwife who is a member of an ICM Member Association;
- have experience, or a special interest in midwifery Research;
- be able to speak, read and write in English;
- have access to the internet and be able to communicate electronically;
- prepare for and attend meetings regularly; and
- commit to actively participate in the work of the Committee.

Membership term
A membership term is one triennium which commences at the closing of the triennial ICM Congress. Members may nominate to undertake two consecutive terms only.

In the course of any one year, a member who attends no meetings or does not actively contribute to the activities of the Committee will be deemed a non-active member and their term of office will be cancelled by the Board.

Specific roles
Co-Chairs role is:
- to convene the Committee and ensure that it maintains its focus on Committee matters;
- be responsible for planning the triennial work plan in relation to the Strategic Directions;
- provide guidance and oversight of the Committee’s activities;
- coordinate the work of the Committee and support the work of the working groups;
- be responsible for annual reporting activities to the Board and the Chief Executive; and
- to attend biannual liaison meetings with chairs of the other ICM Standing Committees (these may be virtual).
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One Co-Chair will be eligible to attend and provide a face-to-face report at one annual Board meeting in each triennium, at discretion of the Board and if funding approved by the Chief Executive.

SPPC membership
The Board will select one Co-Chair to join the SPPC for one triennium, taking account of the regional distribution of potential SPPC members. SPPC responsibilities are set out in the SPPC Terms of Reference.

Board member’s role is to:
- act as the strategic liaison person (to provide clarification, feedback, conduit to the Board);
- maintain an effective liaison with the Chairs of the Committee;
- represent ICM at any meetings held by the Committee as required by either the President or the Committee;
- assist or advise the Co-Chairs on any further issues that might arise;
- guide the Chief Executive in monitoring working plans that identify the relationship and responsibilities of the Board in any activities of the Committee; and
- attend meetings of the Committee.

Staff member’s role is to:
- act as an operational link from the ICM Office to the Committee;
- provide information to the Chairs of the Committee about ICM activities in the field on midwifery research; and
- guide the Chairs and the Chief Executive in the provision of timely reports to the Board on all research activities; and
- attend meetings of the Committee.

Succession Planning
To facilitate succession planning, midwives from ICM Member Associations with an interest in research are encouraged to contact the ICM Committee liaison staff member and request permission to shadow a Committee member.

Meeting arrangements
Agendas
Research Standing Committee meetings: the Co-Chairs will call for agenda items and prepare and circulate an Agenda to all members at least five days prior to the meeting.

Board meetings: there will be an agenda item to address the business of the Research Standing Committee at the annual face-to-face ICM Board meetings. The Committee may contribute information and expert views to relevant items, either electronically or face to face or through the ICM Board Research Standing Committee member as appropriate.
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Meetings
Research Standing Committee: as a minimum, one face-to-face meeting of the Committee will be held at each triennial ICM Congress. Otherwise, meetings will be held electronically, at least twice per annum and more frequently if deemed necessary by the Co-Chairs of the Committee.

Quorum
A meeting will be considered quorate if half plus one of the membership is in attendance.

Decisions
Decisions of the meeting will be made by consensus. If a vote is held, it will be considered carried if more than half of those in attendance vote for the motion. If a vote is locked the Co-Chairs will hold the deciding vote. If the vote remains locked the matter will be referred to the Board with a briefing paper attached.

Reporting
Minutes of each meeting will be forwarded to the ICM office within one month of the meeting.

A written report will be provided by the Co-Chairs to the Chief Executive for the Confederation’s Annual Report.

A written report will be provided by the Co-Chairs to the President for the annual mid-year Board meeting and the Triennial Council Meeting.

Other updates will be provided as requested.

Resources and Budget
An allocation will be made in the annual ICM budget to cover costs of communication. Funding will also be allocated if possible to cover travel for one face-to-face meeting per triennium. The use of other ICM resources may be negotiated with the Chief Executive through the allocated Committee staff member. Funding may be procured from time to time by the ICM office to cover some costs of the specific Research projects.
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References


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Authorised by:
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