**‘Name of Group’ Special Interest Group**

**Terms of Reference**

**Introduction and Purpose**

Provide a brief introduction and outline the purpose of the group.

**Membership and structure**

Outline the structure, eg.

The \*\*\* SIG will have one chair and one secretary, selected from the membership group. The group will consist of:

1. Health professionals, researchers and clinician-researchers working in cerebral palsy and other childhood onset disability fields.
2. People with the lived experience of cerebral palsy and other childhood onset disabilities.

Group members will be strongly encouraged to be members of the Oceania Academy of Cerebral Palsy and other Childhood-onset Disabilities; however, this is not mandatory.

There is currently no limit on the number of people within the group.

**Roles and Responsibilities**

Outline the roles and responsibilities, as an example….

Members of the \*\*\* SIG are expected to:

1. attend online meetings, or send apologies when attendance is not possible.
2. actively participate and contribute to meetings, processes and tasks of the group
3. present ideas from their areas of expertise and provide feedback on issues and priorities.
4. Contribute the research ideas and participate where appropriate.
5. provide timely responses to requests for information and advice from other members.
6. report back regularly to their own and related organisations if appropriate.
7. Contribute to open and respectful discussion.
8. Share power equally between members.
9. Maintain privacy and confidentiality.

# **Becoming a \*\* SIG member**

Outline how people can apply to be a member. As an example:

There is no formal process for becoming members providing people meet the membership criteria.

The \*\* SIG section on the Oceania Academy’s website displays representatives from the SIG who can be contacted for further information

([https://www.Oceania Academy.org.au/education/Oceania Academy-pain-research-special-interest-group/](https://www.ausacpdm.org.au/education/ausacpdm-pain-research-special-interest-group/)). People interested in joining the SIG are encouraged to contact one of those members.

**Meetings and communication**

Outline the meeting and communication plane. As an example:

SIG meetings will be held approximately every 2-3 months. Meeting will be online via Zoom or Teams and will last for one hour. Meeting agendas will be emailed to the group prior to each meeting and minutes recorded and distributed within one week of the meeting. The Chair, or a delegate, will facilitate the meetings and the secretary, or a delegate, will record minutes and distribute to group members. A representative from the \*\* SIG will report on the group’s activities at the Oceania Academy Annual General Meeting and updates proved in newsletters as required.

**Research Authorship**

This may not be relevant to add for your SIG. However if so, an example could be:

Active involvement in research and publications/presentations of results by members of the group are actively encouraged. Each project arising from the special interest group will have explicit agreements about potential authorship at the beginning of the project.

Presentations and publications discussed in detail within the full group should acknowledge the groups contribution. It is suggested that this be at the level of an “Acknowledgment” in the paper/presentation.

**Date:** Add the date of this version, and the year (typically every 2 years) when it is to be updated in 2027.