

## **UKAMB Scientific Advisory Board Terms of Reference**

### **Main Aims**

The Scientific Advisory Board (SAB) is a standing committee of the U.K. Association of Human Milk Banking (UKAMB). The SAB have the overall aims of developing and maintaining priorities for innovative basic, translational and clinical research, and quality improvements strategies in human milk banking.

### **General Terms of Reference**

- a) To advise the Trustees of the UKAMB on the special needs of research and allied projects.
- b) To receive and consider requests for research support and related facilities.
- c) To make recommendations regarding expenditure for research purposes by the Trustees of the UKAMB, to recommend grant awards accordingly and to monitor their progress and outcomes.
- d) To consider any aspects of research and allocation as may be requested by the Trustees of the UKAMB Charity.
- e) To provide advice and support to the Trustees on reporting and dissemination of research results.
- f) To review relevant publications from the UKAMB Charity.
- g) To assist the Trustees with the production of information on health and social aspects of human milk banking.
- h) To review the Quality Improvement Strategy of the UKAMB Charity and to support the Charity in delivering its Strategic Priorities

### **Composition of the SAB:**

- The Chair
- 2 ordinary members representing the basic/translational sciences
- 2 ordinary members representing clinical/translational sciences
- 1 ordinary member representing ethical policy

The Chair and Vice-Chair of the SAB will be elected from the ordinary members of the SAB. The UKAMB Charity Trustees will ratify the appointment of the Chair and Vice-Chair. The Chair of the SAB and the UKAMB Charity Trustees will request nominations for vacancies on

the SAB. The Chair might when seeking members advise which disciplines and expertise would complement the SAB. The Term of Office of the ordinary members of the SAB will be three years renewable for a single further three-year period. It is expected that there will be staggered retirement from the SAB, to permit continuity of experience. The Chair and Vice-Chair will have their terms of office reviewed by the UKAMB Charity at not less than four yearly intervals and renewed at the discretion of the Trustees of the UKAMB Charity. Notice of removal from the SAB may be given in writing by the UKAMB Charity, or Chairman. This will be given in writing and noted in the minutes of the SAB. The quorum for a meeting of the SAB will be not less than four voting members. The SAB may on occasions advise the UKAMB Charity of any requirements. The SAB may, from time to time, co-opt ad hoc members as Special Advisors as required for specific tasks.

### **Timing of SAB Meetings**

There will a minimum of three regularly spaced Meetings per annum and Meetings will be set at the beginning of each calendar year. Special meetings of the SAB may be held at any time at the call of the Chair or if more than 50% of the SAB Membership asks for a Special Meeting.

### **Meetings will be concerned with:**

- a)
- b)
- c)
- d)

### **Conflicts of Interest**

For the SAB to function effectively, it must maintain its status and credibility as an independent committee of the UKAMB Charity. Members must not only avoid activities that create a conflict of interest, but those activities that may represent a significant appearance of conflict of interest that may impair the credibility or status of that Committee. Conflict of interest means any financial or other interest which conflicts with the services of any SAB member because it either impairs the member's objectivity or it could create an unfair advantage for any person or organisation. Any SAB member shall be eligible to apply for UKAMB Charity research funding during his/her tenure. When the review of his/her application is presented to the SAB, the applicant must withdraw from the discussion. In the case of the Chair being an applicant, the Vice-chair shall assume the chair of the SAB for that discussion. In addition to the observance of professional standards, the members of the SAB agree to abide by the UKAMB Charity's Ethical Policy (Do we have one?).

### **Administrative and Financial Support**

This will be clearly identified in terms of activation and cost. The staff concerned will be directly accountable to the Chair of the UKAMB Charity. Travel expenses incurred within the UK (standard/economy class) will be paid for those members attending the SAB meetings.

Reporting Minutes of all meetings of the SAB will normally be taken by the Vice-Chair, reviewed by the Chair of the SAB and sent to the Chair of the UKAMB Charity as soon as available for submission to the Trustees. It is expected that the opportunity be taken at one meeting each year to review with representatives of the UKAMB Charity the past and future programme as well as any special areas of research that the UKAMB Charity would wish to be considered for special emphasis.