

**Purpose, Composition and Job Description for the
ISHLT Research Oversight Committee (ROC)
March 8, 2020**

Committee Purpose

The ISHLT Board of Directors' work regarding its research mission is delegated in large part to the Research Oversight Committee. The purpose of the Research Oversight Committee (ROC) is to oversee, coordinate, and harmonize the activities of the committees under its purview to ensure that their programs and services further the Society's research mission and strategy. The Committees under the ROC's purview are the Grants and Awards Sub-Committee, the Thoracic Transplant Registry Steering Sub-Committee, and the IMACS Registry Steering Sub-Committee.

Committee Composition

The ISHLT Research Oversight Committee (ROC) shall consist of the following:

- A Chair appointed by the Executive Committee
- The CEO or other senior staff member, serving in the capacity of Co-Chair
- The Chairs of each of the Sub-Committees under purview of the Oversight Committee
- 3 At-Large members appointed by the Co-Chairs to ensure appropriate expertise and leadership, subject to approval by the Executive Committee
- A Board member appointed by the President will serve as an ex officio member of the committee and liaison to the Board

The Chair shall serve a 3-year term, renewable once

The At-Large members shall each serve a 3-year staggered term, renewal once

The Chair may not simultaneously serve in a Board position for any other professional societies with overlapping membership and interest areas with ISHLT

Committee Chair Responsibilities

- Serve as the ROC representative to the Leadership Advisory Forum
- Provide initiative, leadership, and guidance to the ROC members to accomplish their responsibilities as outlined in this document and to achieve the Society's research-related goals and strategies
- Work effectively with the ISHLT staff and the Committees under its purview
- Provide reports to the Board as requested
- Work with ISHLT staff to develop the agendas for all ROC meetings and conference calls
- Lead all ROC meetings and conference calls

Overall Committee Responsibilities

Strategy

- Ensure ISHLT's research portfolio furthers the Society's strategic plan
- Develop recommendations to the Board regarding the Society's strategic plan as it relates to its research mission, including purposes, goals and strategies, tactics and outcome metrics
- Ensure the programs and services of the committees under its purview and complementary and are not duplicative of or in conflict with each other
- Assess the need for and develop proposals to the Board for the creation of new committees under its purview needed to support the research mission of the Society

Internal Outreach

- Consult with the Sub-Committees under its purview, the Advisory Forum, Interdisciplinary Network Steering Committees, and Professional Communities as needed to obtain input regarding strategies and tactics for the Society's research mission

External Outreach

- Work with the staff Co-Chair to proactively identify and approach potential third party sources of funding for ISHLT's research programs and services
- Work with the staff Co-Chair proactively identify and approach potential partner organizations for collaborative programs and services that further both organizations' research missions

Diversity

- Facilitate the engagement of a diverse spectrum of members across geographies, specialties, genders, and generations, as appropriate, in the leadership of ISHLT's research programs and services
- Ensure the Society's research programs and services are relevant and accessible to all members of the Society across geographies, specialties, and genders

Sub-Committee Oversight

- Annually work with the committees under its purview to develop annual program/service plans and outcome metrics to deliver on the Society's strategic plan
- Solicit proposals from the Committees under its purview for new programs and services that further the established research goals and strategies of the Society
- Evaluate proposals brought forward by the Chairs of the committees under its purview in light of the Society's established goals and strategies and bring them to the Board for approval as warranted
- Provide guidance to the Chairs of committees under its purview regarding the development and implementation of non-operational policies related to their program and service responsibilities
- Review and approve non-operational policies developed by the individual committees related to their program and service responsibilities
- Monitor adherence to policy by the Chairs of the committees under its purview and provide course correction as needed

Evaluation and Assessment

- Annually evaluate ISHLT's research programs/services against the established goals, strategies, tactics and outcome metrics and provide a report to the Board, including recommendations for change/need for improvement as warranted
- Annually evaluate the performance of the Committees under its purview against the relevant strategies, tactics and outcome metrics and provide a report to the Board, including recommendations for change/need for improvement as warranted

General

- Serve as the Conflict of Interest Resolution Committee for all of the Society's research activities
- Communicate effectively to the committees under its purview the decisions of the ROC
- Communicate effectively to the ROC the interests and concerns of the committees under its purview
- Respond promptly and by the deadline to all assigned tasks
- Come prepared and participate actively in all conference calls and meetings

Qualifications/Skill Set Required of Committee Chair

- A Society member in good standing
- Willingness to proactively pursue fund raising, including corporate fundraising, on behalf of the Society
- Demonstrated skills related to databases, institutional grant processes, and grant-based research projects
- Leadership, organizational skills, and responsiveness commensurate with chairing an Oversight Committee

- Knowledge of / experience with the policies, procedures, and project types under the purview of the ROC
- Willingness and ability to assume responsibility for communicating with committee members, staff, the Board, and others as described above in a timely and proactive fashion
- Willingness and ability to assume responsibility for explaining and enforcing adherence to policies and procedures among volunteers

Key Interactions/Communications

- ISHLT staff members
- Interdisciplinary Network Steering Committees
- Professional Community leaders
- Leadership Advisory Forum members
- Board of Directors
- Chairs of Committees under its purview
- Third party funding sources
- Collaborating organizations

Committee Chair Time Commitment

- Quarterly (at a minimum) conference calls, including 1 for the purpose of conducting annual assessments
- One face to face ROC meeting at the Annual Meeting
- Service as an advisory member of each committee under the ROC's purview and attendance at their conference calls and annual meeting
- Service on the Leadership Advisory Committee and attendance at their conference calls and annual meeting
- Regular (at least quarterly) communications with the Interdisciplinary Network Steering Committees

Committee Member Time Commitment

- Quarter (at a minimum) conference calls, including 1 for the purpose of conducting annual assessments
- One face to face meeting at the Annual Meeting
- Regular consultation throughout the year with the Chairs of the committees under its purview
- Individual assignments/tasks throughout the year