

## **CHARTER and Terms of Reference for Species360 Research Committee**

*Approved 02 May 2016; Q2 Board of Trustees Meeting; Perth, Australia  
Updated 03 January 2017; Updated 16 October 2020*

### **I. Chair:**

The Chair of the Research Committee will be assigned by the Chairman of the Board of Trustees based on recommendations provided by the Staff and Board of Trustees. The Chair of this committee will report directly to the board through the CEO.

If the Chair of the Committee is unavailable to attend a meeting of the Committee, the Chair shall ask another member to chair the meeting, failing which a member of the Committee present at the meeting shall be chosen to preside over the meeting by a majority of members of the Committee

### **II. Membership:**

The Research Committee will consist of at least six members. In addition, the Chief Executive Officer and Director of Science are ex officio members of the Committee. At least 2 and up to 4 members of the committee will be selected annually from the Species360 Board of Trustees, by the current Chair. The other members will be non-trustee volunteers from the zoo, aquarium and broader animal welfare, conservation and/or scientific community chosen for their expertise, success and influence in their field. These additional members will serve 3-year terms and be selected and approved by the Board of Trustees. At the invitation of the Chair of the Committee, staff, trustees and others from the community may attend any meeting of the Committee.

### **III. Purpose:**

The purpose of the Committee is to provide advice to the Board of Trustees in fulfilling its responsibility for oversight in the appropriate use of the data and resources of Species360 to support scientific research, research to improve animal management, and other constructive and responsible animal welfare and conservation initiatives. The Committee has responsibility for oversight pertinent to research requests requiring Board involvement between Board meetings.

Species360's strategic vision is to inspire use of Species360 data to learn more about caring for, conserving, and the basic biology of the species in our members' care. Increasing the research use to date, is a goal of this committee. On the other hand, protecting members' interests, reasonable privacy, and avoiding unapproved mining and inadequate analysis are also important. Balancing these is the task at hand.

**IV. Roles & Responsibilities:**

It is the responsibility of this committee to maintain appropriate systems for oversight and control of the data Species360 holds as custodian for its members and ensure the correct approvals are provided before supporting any data or services requests.

- To review and assess all research proposals and to make recommendations to the Board for appropriate action
- Assist the Board in providing oversight for the appropriate use of ZIMS data, including global (Species360 as custodian) or local (member-owned) data
- Identify situations where only one institution's data is requested. Policy has always been and remains that research requesting one institution's data or details below the Species360-custodian shared data level, or details identifying the name of the institution, will be referred to members for their involvement rather than Species360 providing that data directly.
- Ensure the appropriate acknowledgements and citations are made on the use of the community's data held in ZIMS.
- Assist the CEO and Director of Science in monitoring use of data to ensure, as much as possible, legitimate use of data.
- Inform CEO, Director of Science and Board of any known data use violations either whether previously supported by the Species360 board or not.

**V. Frequency of Meetings, Quorum & Attendance:**

The Committee will meet as determined necessary by the committee chair but at a minimum they will meet as required to validate and provide recommendations to the board on any research requests as quickly as possible but no longer than 6 months after Species360 receives the formal request with appropriate forms, etc. Meetings may be held in person, online or through other digital media (e.g. email, virtual meeting, etc.) provided it allows for appropriate collaboration, discussion and decision making. A quorum will consist of at least 50% of the members of the Committee. Committee members will attend a majority of Committee meetings during their tenure unless extraordinary circumstances, approved by the Chair of the Committee, prevent a Committee member from achieving this attendance threshold. The Committee Chair may review attendance statistics from time to time and if a Committee member does not, or appears unlikely to achieve this attendance threshold, the Chair may remove that Committee member forthwith.

**VI. Procedure, Records and Reporting:**

The Committee shall fix its own procedure at meetings, keep records of its proceedings and report to the Board at the next possible quarterly board meeting. The committee will also prepare recommendations for every quarterly meeting of the Board of Trustees.

Recommendations requiring Board of Trustees approval will be submitted to the Species360 CEO for inclusion in an upcoming board meeting no less than 3 weeks prior to the meeting. The Director of Science will act as the Secretariate of the Committee, ensuring procedure, records, and reporting are maintained as described in this charter.

**VII. Independent Consultants:**

The Committee has the authority, and where appropriate, is encouraged, to retain any independent consultant to provide advice or give assistance regarding matters that fall within the mandate of the Committee. Any expenses for an independent consultant must be first approved by the Board as part of the budget process.

The Committee shall have the authority to create an ad-hoc committee as deemed appropriate. The chair of the ad-hoc Committee shall be a member of the Research Committee.

**VIII. Sunset Provision:**

The Research Committee will be in effect for five (5) years, until October, 2025, unless further extended or removed by the Board of Trustees prior to that date.