Hunter Cancer Biobank (HCB)
Management Committee

Terms of Reference

Mission Statement: Promoting the development of a biobank to provide comprehensive, validated, well annotated patient samples to facilitate quality cancer research.

1. Background

1.1 The Hunter Cancer Biobank (HCB) was established in 2012 as a joint initiative of Hunter Cancer Research Alliance (HCRA; the Cancer Research Program of Hunter Medical Research Institute), University of Newcastle (UoN) Priority Research Centre for Cancer, Pathology North Hunter New England (PN-HNE), and Hunter New England Local Health District (HNE LHD).

1.2 The HCB was setup as a banking infrastructure (for patient samples) to support cancer research in the Hunter New England region and beyond.

1.3 In accordance with national and international guidelines, HCB will be governed by a HCB Management Committee (HCB MC), constituted from within HNE LHD, HMRI, and UoN.

1.4 This document establishes the authority and responsibility of the HCB Management Committee to ensure it functions effectively.

2. Objective

The aim of the HCB MC is to ensure the development and ongoing function of a comprehensive, validated, well annotated cancer biobank facility to provide cancer researchers with fast, easy access to high quality, validated patient samples linked to data outcomes, facilitating translational and clinical research.

3. Purpose

3.1 The purpose of the HCB MC is to:

i. Guide the development of, prioritise, monitor, and evaluate the effectiveness of the HCB at validating, annotating, and supplying researchers with high quality patient samples;

ii. Assess, support, and encourage participation in Biobanking across key stakeholders in the Hunter New England region;

iii. Ensure the HCB operates in conjunction with HCRA core research strategies;

iv. Provide a key forum for discussion on state and national legislations and regulations on Biobanking; and

v. Assist in the maintenance and continued development of a leading, cutting-edge biobank with culture and organisational values that are recognised on a national/international scale.
4. The Management Committee Role

4.1 The HCB MC role is multifaceted. The primary foci are:

4.2 provide strategic advice on the key objectives and accountabilities of the HCB operational team;

4.3 approve, monitor, and evaluate sample distribution / researcher access to HCB biospecimens;

4.4 promote the use of the HCB to the HNE region researchers;

4.5 assist in the identification and application of funding opportunities, and provide advice on the strategic use of HCB funds and resources;

4.6 provide oversight of all HCB-related promotional and educational processes and materials for patients, clinicians, and researchers; and

4.7 ensure the HCB is managed in accordance with national and international regulatory requirements and local policies and standards.

5. Reporting

5.1 The HCB MC reports to the HCRA Executive Committee (EC), including the provision of strategic and operational reports, and ad hoc specific requests.

6. Membership

6.1 To maintain a strategic focus, the membership of the HCB MC will include members that can represent the research and pathology needs of all cancer researchers.

6.2 Minimum Membership of the HCB MC consists of the following positions:

   Position-based Membership:
   i. Hunter Cancer Research Alliance Executive Committee Member with relevant Biobanking or Pathology experience.
   ii. Anatomical Pathologist, Pathology North Hunter New England/University of Newcastle
   iii. Senior Technician, HCB
   iv. Anatomical Pathologist, Pathology North/HCB
   v. Resource Manager, HCRA
   vi. Team Leader, Biobanking and Clinical Research, HCRA
   vii. Manager, HCRA

   Nominated Membership:
   i. Scientist(s), University of Newcastle
   ii. Clinician(s), Calvary Mater Hospital/HNE LHD
   iii. Senior Surgeon, John Hunter Hospital/HNE LHD

6.3 A person acting in any of the position-based membership category roles is considered to be a member of the HCB MC for the term of the acting arrangement.

6.4 There may be more than one member in the nominated membership category to ensure expertise at HCB MC meetings.

6.5 A review / consideration of appointment of nominated members will be reviewed every two (2) years, or as needed by departures.

6.6 To maintain membership, members must attend at least 50% of meetings conducted (i.e. 2 meetings /year).
6.7 No proxy representation is allowed at committee meetings.
6.8 The current membership list will be maintained on the HCB website.

7. Member Responsibilities:

7.1 The role of HCB MC Chair will be held by a HCRA Executive Committee Member, and the role of Deputy Chair will be held by the Anatomical Pathologist, Pathology North Hunter New England/University of Newcastle.

7.2 The Chair is responsible for:
   i. Setting the agenda and chairing meetings;
   ii. Assignment of tasks (actions) to Committee members or HCB employees;
   iii. Ensuring all appropriate topics are discussed and resolved;
   iv. Ensuring appropriate performance review of the HCB MC; and
   v. Review and sign off of the minutes in a timely fashion.

7.3 Members are responsible for:
   i. Reading meeting papers in advance of meetings;
   ii. Attending meetings (or if unable to attend, provide comments to Chair / Deputy Chair in advance of meeting);
   iii. Completion of individually assigned tasks (actions); and
   iv. Providing timely advice to the Chair / Deputy Chair (outside of scheduled meetings) on matters of strategic importance.

8. Meetings and procedures

8.1 Meetings:
   i. The HCB MC will meet quarterly (approximately Jan, April, July and October), and at other times as required by the HCB MC Chair or for operational needs.
   ii. A meeting notice including agenda, and meeting papers will be forwarded to members at least one week prior to the date of the meeting.
   iii. Meeting quorum will include 50% plus one from both membership categories.
   iv. Where there is less than full attendance of the minimum membership at a meeting, the Chair should be satisfied, before a decision is reached, that the views of those absent have been received and considered.
   v. Minutes of each meeting and actions arising will be taken by the Secretariat and circulated to all HCB MC Members within two weeks of each meeting.

8.2 Secretariat:
   i. Secretariat will be provided by HCRA operations staff.
   ii. Agenda, supporting papers, and Minutes and recommendations will be kept by the Secretariat and will be made available to the HCRA Executive Committee, upon request and may be made available to other relevant committees, provided no conflict of interest exists, upon approval of the HCB MC Chair and HCRA.

Date Ratified: 5 July 2016

Chair’s Signature: [Signature]