

UK CFS/ME Research Collaborative Executive Board Terms of Reference



1. Role and Accountability

The Board's role is to:

- Oversee and drive the aim of the UK CFS/ME Research Collaborative (CMRC) to promote the highest quality of basic and applied peer reviewed research into CFS/ME
- Develop and oversee a strategy to deliver the objectives of the CMRC
- Ensure good governance in accordance with the Charter.

2. Membership

The Executive (unpaid) will include:

- A Chair
- Deputy Chair
- Secretariat
- At least four researchers from differing fields
- 4 national registered charities supporting or funding research in ME/CFS
- Observers: BACME representative; mainstream funder representatives (MRC, Wellcome, NIHR)
- Any other individuals who create value and bring expertise to enable the aim and objectives to be met.

With the exception of charity representatives and observing members, all other members will be selected on the basis of a vote in accordance with the decision-making terms specified below.

3. Frequency of Meetings

The Board will meet for a minimum of four times a year plus hold an AGM.

4. Duties

All members are required to:

- Be a member of the CMRC
- Report potential conflicts of interest to the Chair at the beginning of each meeting and absent themselves from any discussions/votes where there is a recorded conflict of interest
- Normally attend all meetings either in person/by phone
- Contribute to work-streams to deliver activities to meet the aim and objectives
- State their involvement and role in the CMRC in appropriate communications to ensure transparency.

5. Decision Making Process

Decisions (including decisions on membership of the CMRC and the Board) will be made by the Board and on a one member—one vote basis, first pass-the-post voting system. In the event of a tied outcome, the Chair (or Vice-Chair if they are Chairing the meeting) will have the casting vote. All decisions made must meet the quoracy requirements outlined below. Observers do not have voting rights.

6. Quoracy

There must be a minimum of five (non-observer) members (including the Chair or Deputy) for the meeting and any decisions to be quorate. There must be at least one research member and one charity representative present for the meeting to be quorate.

7. Term of Office

With the exception of the charity representatives and observers, the standard term of office is three years with an optional renewable second term of three years.

Membership can be resigned at any time in writing to the Chair or terminated, following investigation by the Board, if a member is found to be in breach of these terms of reference or the Charter.

8. Communication

Board members will actively encourage discussion, debate and objective constructive criticism into all aspects of research involving CFS/ME, as this is a crucial part of the normal scientific process. Statements, comments or criticisms that are made by members of the Board and which relate to research should always be constructive and based on the merits of the work and its conclusions. They should also be respectful and courteous to the views of fellow CMRC members, bearing in mind the need for scientific independence and the need for organisations to fulfil their own constitutional remits.

Author/Owner	SC/Board	Date of Board Approval	
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