

# Regional Chairs

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## 1. Introduction

The Joanna Briggs Collaboration (JBC) Regional Chair is a voluntary leadership position. Regional Chairs work closely with Centres and Groups across each of the five JBC regions and in coordination with the Joanna Briggs Institute (JBI) Collaboration Support Unit in Adelaide to coordinate regional communication and activity/events and to foster regional collaboration. Regional Chairs serve for a term of one year and are remunerated for their investment in this role.

There are currently five JBC Regions, each with their own Standing Committee:

- Americas Region (North and South America)
- Asian Region
- Australasian Region (Australia, New Zealand and Pacific Islands)
- Central Region (Africa, Gulf States and the Middle East)
- European Region

## 2. Policy

### 2.1 Election

Regional Chairs are nominated and elected by Centres and Groups within the Region and must be situated within a JBI Centre of Excellence. Eligibility requires that nominated individuals must be:

- A core staff member of a Centre of Excellence;
- Available to attend all online and face to face meetings for the year they are accepting a nomination; and
- Able to dedicate sufficient time to fulfil the roles and responsibilities as outlined in 2.3.

The standing Regional Chair must facilitate the nomination and election process within its own region at least one (1) month prior to the face to face meeting of the Committee of Directors each year. The incoming Regional Chairs will be announced at that meeting. Regional Chairs may select their own democratic process for nominations and elections.

### 2.2 Co-Chair or Chair-Elect

Co-Chair or Chair-elect nominations are encouraged. These are not remunerated positions. A co-chair is not considered a 'proxy' for the purposes of meetings, a Chair-elect will be considered a proxy. In regions with a Co-chair/ Chair-elect in attendance at regional or International meetings will only have one vote, no region will have more than one vote at a regional leadership meeting. A Chair-elect may choose to not accept a nomination to become Chair in the following year, in which case, the region must undertake an election, and the Chair-elect who rejected the nomination must also stand down for regional leadership for a full term (12 months).

### 2.3 Roles and Responsibilities

JBC Regional Chairs are voluntary positions, however it is essential that those considering assuming a Regional Chair's position are able to devote enough time to the essential duties outlined below. Regional Chairs are responsible for:

- Driving the development and monitoring the implementation of the regional operational plan;

- Promoting a culture of sharing, learning and best practice across the region and enhancing the regional capacity to work towards its regional operational plan;
- Facilitating one annual face-to-face meeting and symposium per year with all Centre of Excellence Directors and Affiliated Group Convenors (dates/agenda/minutes to be provided as evidence with the annual report);
- Participating in JBI working groups and facilitating regional feedback and a coordinated regional response to policy, framework and institute matters as required by JBI Adelaide;
- Producing an annual review report to JBI documenting regional collaborative activities undertaken in the preceding 12 months (including, but not limited to, regional meetings/events, teleconferences, collaborative work in relation to evidence synthesis, transfer or implementation); and
- Providing recommendations on Centre of Excellence applications as a representative of the JBC Review Committee.

#### 2.4 Remuneration

Regional chairs are remunerated for their position, eligible to receive \$1,000AUD in March of each year following the timely and complete submission of reports and supporting evidence as detailed in the Joanna Briggs Collaboration Handbook, Activity and Funding Matrix.

#### 2.5 Successive terms

Regional chairs serve a term of one year. They may be re-nominated for a further one-year term, after which they will have to stand down for at least one term.

## 3 Procedures

### 3.1 Election

The Collaboration Liaison Officer will send a reminder email to Regional Chairs at least 2 (two) months prior to the face-to-face meeting regarding the nomination and election of Regional Chairs for the following year. Regional Chairs will be required to notify the Collaboration Support Unit via email [jbc@adelaide.edu.au](mailto:jbc@adelaide.edu.au) of the incoming Regional Chair at least 2 weeks prior to the face-to-face meeting. There must be a Regional Chair from each region who has been duly elected in attendance at the face to face meeting each year. No region may have an 'empty' chair.

### 3.2 Regional Operational Plan

The Collaboration Liaison Officer will email the Regional Operational Plan Template to Regional Chairs in October of each year. Regional Chairs will collaborate with the Centres and Groups in their region to complete the Regional Operational Plan for the following year and submit to the Collaboration Support Unit via email [jbc@adelaide.edu.au](mailto:jbc@adelaide.edu.au) no later than 15<sup>th</sup> December of each year.

### 3.3 Annual Review Report

The Collaboration Liaison Officer will email the Annual Review Report Template to Regional Chairs in October of each year. Regional Chairs will collaborate with the Centres and Groups in their region to complete the Annual Review Report documenting regional collaborative activities undertaken in the preceding 12 months and submit to the Collaboration Support Unit via email [jbc@adelaide.edu.au](mailto:jbc@adelaide.edu.au) no later than 31<sup>st</sup> January of each year.

### 3.4 Regional Meetings

Regional Chairs will facilitate one annual face-to-face meeting and symposium per year, at times convenient to the Directors and Convenors of the region. The Collaboration Support Unit will

ensure that adequate time is allowed in the program of the annual face-to-face Committee of Directors meeting to enable regional meetings to be held. Regional Chairs must submit a report with the dates, agenda, and minutes of the face-to-face meeting and symposium as evidence to the Collaboration Support Unit via email [jbc@adelaide.edu.au](mailto:jbc@adelaide.edu.au) no later than 31<sup>st</sup> January of each year.

### 3.5 Remuneration

The CSU Collaboration Liaison officer will email Centres their Annual Review Report by the beginning of March each year. This report will detail the amount of Centre funding that each Centre is eligible to receive for the successful completion of eligible activities in the preceding year, including serving as a Regional Chair.

The Centre Director is required to raise an invoice in AUD for the amount detailed in their Centre Annual Review Report and email a copy to the CSU Administrative Officer at [jbc@adelaide.edu.au](mailto:jbc@adelaide.edu.au).

The CSU Administrative Officer will then facilitate the invoice payment by the University of Adelaide Central Finance Office.

### 3.6 Centre of Excellence Applications

Following the lodgement of a new Centre of Excellence application, the Collaboration Liaison Officer will forward the application to Regional Chairs (who form the JBC Review Committee) for consideration and endorsement. Regional chairs must complete the JBC Centre of Excellence Peer Review template and email to the Collaboration Support Unit [jbc@adelaide.edu.au](mailto:jbc@adelaide.edu.au) within 4 (four) weeks of receipt. This responsibility may be delegated to a Co-chair or Chair-elect. Note that funding is tied to the timely review and return of all applications for Centre of Excellence status within the year of appointment.

## 4 Associated Documents

Title
JBC Regional Operational Plan Template
JBC Regional Annual Report Template
JBC Centre of Excellence Peer Review Template
Peer Review Criteria for Centre of Excellence Applications

## 5 Document Control

Date	Version	Comments	Author/s
22/07/2016	0.1 Draft		Bianca Pilla, Craig Lockwood
17/08/2016	1.0 Final		Bianca Pilla