# Australian ORCID Advisory Group

## Terms of Reference

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| **Purpose** | The Australian ORCID Advisory Group will act in the interests of the nation to provide expertise and advice on leveraging maximum benefits through national adoption and use of ORCID.  This will include, but not be limited to:<br>● Monitoring and providing openly available advice on international trends and emerging best practices in the use of ORCID<br>● Promoting the effective adoption and use of ORCID through an annual national forum and other relevant activities<br>● Providing advice to key stakeholders on national opportunities to leverage the benefits of ORCID<br>● Advising the ORCID Consortium Governance Committee and the Consortium Lead on key strategic opportunities and possible future directions. |
| **Membership** | The Advisory Group is formed from the members of the Australian research sector. That is, membership is not confined to members of the consortia and may include citizen researchers.[1]<br><br>The Group will elect the Chair and the Deputy Chair.[2]<br><br>The Chair will take responsibility for ensuring the Group includes an appropriate mix of expertise, knowledge and skills to undertake its functions.<br><br>Members will serve a two year term with an opportunity to renew for another term. |
| **Term** | The Chair will serve a two-year term with an opportunity to renew for another term. |
| **Powers of the Committee** | The Group is purely advisory, however the Chair will sit on the formal Australian ORCID Governance Committee. The Advisory Group can form working groups on specific topics or co-opt the expertise required. |
| **Meeting Frequency** | The Group will meet at least quarterly. A meeting may be conducted by video-conference or teleconference at the discretion of the Group. Items may be dealt with outside of meetings via email under the guidance of the Chair as required. |

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[1] Current membership of the Advisory Group ( https://aaf.edu.au/orcid/gov-groups.html)
[2] See Appendix 1 for the Nomination/Election Process.

# Appendix 1

## Australian ORCID Advisory Group – Chair and Deputy Chair Nomination/Election Process

### Advisory Group Roles

The appointable roles of the Advisory Group shall be:

- the Chair; and
- the Deputy Chair.

### Role of the Chair

The Chair will be the spokesperson for the Australian ORCID Advisory Group (AG) and will preside over the AG meetings, normally held every quarter.  Duties of the Chair will involve directing the proceedings and representing the Advisory Group on the Australian ORCID Consortium Governance Committee.

### Role of the Deputy Chair

If the Chair is absent or unavailable, the Deputy Chair will take on the role of the Chair.

### Eligibility for the Roles

These roles will be drawn from the Advisory Group membership. Normally, preference will be given to those who are experienced participants in the Advisory Group nominating for the roles. However, given the nature of representation by AAF, ARC and NHMRC, members from these organisations are ineligible to nominate for the above positions.

### Nominations and Elections

The Chair and Deputy Chair will commence upon election for a period of two years. In order to ensure continuity, the Chair shall be elected on odd numbered years and the Deputy Chair shall be elected on even numbered years.

- The election will take place at the AG meeting held in the fourth quarter of each year.
- A member can either self-nominate for the position of the Chair or Deputy Chair or can be nominated by another member of the Advisory Group.
- Nominations can be submitted via email (orcid@aaf.edu.au) to the Australian Access Federation (AAF – Consortium Lead) prior to the Advisory Group meeting or verbally during the meeting when the election is to be held.
- Once a nomination is made, and is accepted by the nominee, it will need to be seconded by another Advisory Group member.
- If the number of nominations received is equal to the number of positions to be filled, then the nominated member will be taken as elected.
- If two or more nominations are received for a position, an election process will be held.
- The election is facilitated by a majority verbal vote held during the meeting.
- The Chair and Deputy Chair are eligible for re-election but shall not serve more than two terms in the role.