

HTAi Business Development Committee

Terms of Reference

FINAL

Background

HTAi relies on membership dues, Policy Forum fees and event sponsorship revenue to support the overhead and operations of the Society. There are a number of barriers to optimising revenue such as budgetary restrictions for individuals and particularly non-profit organisations, and considerations about equity and balance of representation across all stakeholders. While HTAi, as a registered Charity, is not seeking to profit from the activities of the Society, there is an obligation to ensure that the Society is financially stable. In addition, increasing the revenue of the Society would enable expansion of various activities to the benefit of members and the furthering of the societies aims.

Purpose and Remit

The objective of the Business Development Committee is to consider the sustainability of established core functions, and to provide guidance on the potential for other opportunities to grow the Society in terms of services for members, impact on the global application of HTA and new / additional revenue. The remit of this committee will overlap with the activities of all other Committees. Specific duties include:

- Liaise with the Finance and Audit Committee to understand the sustainability of core operations of the Society and to consider where and how additional revenue might be raised for the Society.
- When appropriate, liaise and collaborate with other Advisory Committees in providing suggestions around efficiency and improving business models for activities
- Working with the Secretariat to review the annual operating budget to ensure consistency with the Strategic Directions
- Work to develop, short-term and medium-term business plans, focusing on building reserves and staggered investment in internal capacity, technology or areas of member activity
- Identify potential new sources of revenue which could support the priority functions of the Society for a sustained period. This may include interaction with a range of external organisations and stakeholders to explore options for new sources of revenue as part of developing recommendations to the Executive Committee. Such interactions may also require collaboration with Chairs of other Advisory Committees and Interest Groups.

Membership

The HTAi secretariat will maintain an up to date list of the individuals serving on the BDC on the HTAi website.

Membership of the HTAi Business Development Committee is fixed and consists of:

- One named member of the HTAi Board (Chair)

- One named member of the Patient and Citizen Involvement Group (PCIG)
- One named member of the Developing Countries Interest Group (DCIG)
- One named member of the Hospital Based – HTA Interest Group
- One additional named member of the HTAi Board
- Up to three additional members selected by the BDC or, nominated to the BDC, based on their individual experience and capacity to support the goals of the BDC

Secretariat Support:

- HTAi Executive Director and/or HTAi Manager
- HTAi Coordinator (logistical and administrative support)

The terms of office for Chair of the Committee, is linked to the term of office of their main role (i.e. HTAi Board member). It is intended that the incoming Chair will shadow at least 2 BDC meetings before the current Chair transitions from the role. The terms of office for member organisation representatives is 3 years, and can be extended up to a further 3 years. The Terms of Reference and up-to-date membership details of the BDC, including membership organisation, will be publically available on the HTAi website.

New members can self-nominate or be nominated by current or outgoing committee members. Members will be accepted to the committee by a majority vote; in the instance of a tie then the BDC Chair will have the final say (HTAi Executive Director in the instance that the position in question is the BDC Chair position).

Members can resign from the BDC at any point during their tenure. The BDC Chair and/or HTAi Executive Director retain the right to seek proxy or replacement BDC members if engagement with BDC activity is insufficient.

As a Coordinating Committee, formal quorum arrangements are not required however at a minimum it is expected that at least half of all members plus the Chair and one member of the Secretariat are normally present.

Governance and Reporting

The Business Development Committee submits recommendations to the Executive Committee of the Board. It is a responsibility of the Committee Chair and the Secretariat to ensure that recommendations which may impact other advisory groups are communicated transparently and inclusively.

Frequency, location, timing and method of meeting

Every six weeks, via teleconference.

Support arrangements

The business development committee will be guided by the Executive Director of the Society and/or a Manager, supported by a Coordinator.

Transparency Agreement

Members are expected to declare any potential conflicts of interest prior to discussion of specific items to the Chair. If the Chair deems a conflict of interest is present, the Chair will request the following:

- A minor conflict of interest: an individual does not contribute to a discussion.
- A more significant conflict of interest: an individual is asked to leave the discussion until the matter is completed.

In all cases, any Conflict of Interest and agreement regarding how it has been addressed will be noted in the meeting minutes.

Approval

The HTAi Board of Directors has responsibility for approval and regular review (at least every two years) of this Terms of Reference.

Approved date: September 20, 2018

Review date: September 20, 2020