

HTAi Business Development Committee

Terms of Reference

1.0 Purpose

The Business Development Committee (BDC) considers the sustainability of established core functions and provides 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. 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 Society's objectives.

2.0 Establishment

This is a standing committee.

3.0 Responsibilities

- 3.1 Liaise with the Finance and Audit Committee to understand the sustainability of core operations of the Society
- 3.2 Consider where and how additional revenue might be raised for the Society.
- 3.3 When appropriate, liaise and collaborate with other Advisory Committees in providing suggestions on efficiency and improving business models for activities.
- 3.4 Working with the Secretariat to review the annual operating budget to ensure consistency with the Strategic Directions.
- 3.5 Develop short-term and medium-term business plans, (this should not be a responsibility of this committee) staggered investment in internal capacity, technology, or areas of member activity.
- 3.6 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 organizations 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.
- 3.7 Provide advice to new members by identifying geographical regions of new members and the way of reaching them.
- 3.8 Provide advice to sponsors and look for new sponsorship opportunities to fund members' events and activities.
- 3.9 Provide advice about the member services offered by HTAi meet the membership needs.
- 3.10 Understand the strategic priorities of the Society and the business of our members, partners, and competitors, in making wise decisions in the pursuit of long-term value. Assess new opportunities for its potential to create long-term value, determine the paths available to the Society to pursue it, and understand the trade-offs and risks of one path vs. another, make a recommendation to the Board of Directors.
- 3.11 Develop relationships and foster a positive image of the organization within the HTA community.

- 3.12 Work closely with applicable Committees and Interest Groups to execute integrated initiatives and programs.
- 3.13 Ensure all marketing communications efforts are coordinated and support the Strategic Plan;
- 3.14 Track results and success of initiatives against goals of the Strategic Plan and make adjustments to audience-driven strategy.

4.0 Accountability

The Business Development Committee is accountable to the Executive Committee. 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.

5.0 Committee Composition

- 5.1 HTAi Business Development Committee shall consists of the following members:
 - 5.1.1 One named member of the HTAi Board (Chair)
 - 5.1.2 One named member of the Scientific Development and Capacity Building Committee (SDCB)
 - 5.1.3 One named member of the Patient and Citizen Involvement Group (PCIG)
 - 5.1.4 One named member of the Developing Countries Interest Group (DCIG)
 - 5.1.5 One named member of the Finance and Audit Committee (F&A)
 - 5.1.6 One named member of the Interest Group Steering Committee
 - 5.1.7 One additional named member of the HTAi Board
 - 5.1.8 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 Committee.

6.0 Terms of Office

- 6.1 The term of office for the Committee Chair is linked to the term of office as HTAi Board member.
- 6.2 The incoming Chair will shadow at least two (2) BDC meetings before the current Chair transitions from the role to ensure business continuity.
- 6.3 The terms of office for member organization representatives is three (3) years and can be extended for another three (3) years, to a maximum of six (6) years of service.
- 6.4 New members can self-nominate or be nominated by current or outgoing Committee members.
- 6.5 Members will be accepted to the Committee by a majority vote and ratified by the Board of Directors.
- 6.6 Members can resign from the BDC at any point during their tenure. The BDC Chair will send a call for interest to fill the vacancy.

7.0 Responsibilities of Members

Members are expected to:

- 7.1 Familiarize themselves with the Committee's Terms of Reference.
- 7.2 Attend each regularly scheduled Committee meeting.
- 7.3 Come to meetings prepared to engage in respectful, meaningful discussion and provide considered, constructive and thoughtful feedback and commentary, express opinions and ask questions to enable the Committee to exercise its best judgment in decision making and advising the Executive Committee.
- 7.4 All BDC members are expected to attend as many BDC meetings as possible, and to inform the Secretariat if they are unable to. In this instance, an e-mail response regarding the agenda items may be submitted 48 hours in advance of the meeting when unable to attend.
- 7.5 Act in the best interests of the HTAi in accordance with the Society's mission and Strategic Plan.

8.0 Quorum

Quorum shall be five (5) voting members of the Committee.

9.0 Committee Operations

9.1 Meetings

Every six weeks, via teleconference.

9.2 Secretarial Support

The Executive Director of the Society and/or a Manager, and a Coordinator provide administrative support and facilitation, including

- 9.2.1 Setting up meetings;
- 9.2.2 Preparing agendas;
- 9.2.3 Taking minutes;
- 9.2.4. Preparing reports and bringing relevant information forward to the Committee for discussion;
- 9.2.5 Updating BDC TOR and membership list on the website.

9.3 Remuneration of the Committee Members

Business Development Committee Members shall receive no remuneration for their service.

9.4 Conflict of Interest Declaration and Management

The conflict of interest is managed according to the HTAi Conflict of Interest Policy and Procedure.

- 9.4.1 The Committee Member shall promptly declare any real or perceived conflict of interest and ask that such declaration be recorded in the minutes.
- 9.4.2 The Committee Member shall refrain from all discussion of, and voting on, the matter giving rise to the conflict of interest.
- 9.4.3 The Committee Member shall excuse himself/herself from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed.

9.4.4 The Committee Member shall return to the meeting after the matter giving rise to the conflict of interest has been discussed and/or voted on.

9.5 Confidentiality

Due to the sensitive financial discussions within the BDC, meeting information is confidential unless otherwise noted by the Chair. The members will not disclose confidential information. Any member may raise request for information to be treated as confidential.

10.0 Review

Review of these terms of reference shall take place every two years or as directed by the Executive Committee.

Approved date: October 28, 2020

Review date: September 2022