

HTAi Business Development Committee

Terms of Reference

1.0 Purpose

The Business Development Committee (BDC) considers the long-term sustainability and resilience of the Society and provides guidance on the value of services for members and new/ additional revenue.

The Business Development Committee also plays a key role in the articulation of the Society Strategic Plan and the ways the Plan is implemented, monitored, and evaluated.

2.0 Establishment

This is a standing committee of the Board.

3.0 Responsibilities

- 3.1 Consider the long-term sustainability and resilience of the Society and review the value of the services the Society provides to members.
- 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 by providing suggestions on efficiency and improving business models for activities.
- 3.4 Identify potential new sources of revenue which could support the priority functions of the Society for a sustained period.
- 3.5 Look for new sponsorship opportunities to fund members' events and activities.
- 3.6 Advise the Board of Directors whether the member services offered by HTAi meet the membership needs.
- 3.7 Understand the strategic priorities of the Society and the business of our members, partners, and competitors advising the Board regarding the pursuit of long-term value.
- 3.8 Work closely with applicable Committees and Interest Groups to execute integrated initiatives and programs.
- 3.9 Track results and success of initiatives against the goals of the Strategic Plan, review it and make recommendations to the Board on adjustments to the Strategic Plan to meet member needs.

4.0 Accountability

The Business Development Committee is accountable to the Board of Directors.

5.0 Committee Composition

- 5.1 HTAi Business Development Committee shall consists of up to 10 of the following members:
 - 5.1.1 Chair – a member of the HTAi Board of Directors
 - 5.1.2 One (1) member of the Patient and Citizen Involvement in HTA Interest Group (PCIG)
 - 5.1.3 One (1) member of the HTA In Developing Countries Interest Group (DCIG)
 - 5.1.4 One (1) member of the Finance and Audit Committee
 - 5.1.5 One (1) member of the Interest Group Steering Committee
 - 5.1.6 One (1) early-career member of the Society in good standing
 - 5.1.7 Up to three (3) additional HTAi members in good standing 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 shall coincide with their term of office as HTAi Board member and shall be up to three (3) years. The Chair can be re-elected for another three (3) year term subject to the re-election to the Board of Directors to a maximum of six (6) consecutive years of service.
- 6.2 The outgoing Chair should remain on the Committee or make themselves available to support the work of the new Chair and provide business continuity to the Committee for the additional six (6) months.
- 6.3 The terms of office for Standing Committees' and Interest Groups' representatives shall be three (3) years and can be extended for another three (3) years, to a maximum of six (6) years of service.
- 6.4 When a position becomes open on the Committee a call for interest will be circulated to the Society members in good standing to invite nominations.
- 6.5 The Committee members will review the nominations and make a recommendation to the Board of Directors or Executive Committee regarding new member appointment.
- 6.6 Members can resign from the BDC at any point during their tenure.

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 Board of Directors.
- 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.
 - 7.5.1 With the focus on membership and partnership recruitment; knowledge sharing; and financial stability and good governance.

8.0 Quorum

Quorum shall be four (4) voting members of the Committee.

9.0 Committee Operations

9.1 Meetings

Up to six (6) meetings a year via video conference.

9.2 Secretarial Support

The HTAi Secretariat provides 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 Board of Directors.

Approved date: January 26, 2023

Review date: January 2025