



Research Committee Charter

PENS' General Committee Structure and Function

- PENS Committees respond to the direction of the PENS Board of Directors by deliberating the best way to accomplish a task; they explore options and make recommendations for board action. Committees have the following functions:
 - Oversight of current programs
 - Evaluation of current programs for usefulness
 - Recommendation of activities and initiatives for board consideration
 - Exploration and development of new programs and products in response to board charges

- Committees meet via conference call and in person at the annual conference.

Research Committee's Purpose

Through its work, the PENS Research Committee provides resources and information about the conduct and application of research related to pediatric endocrinology nursing.

Chair's Responsibilities

- Work with staff to set the agenda for each call or meeting.
- Determine when to cancel a scheduled meeting or convene an unscheduled meeting.
- Preside over all meetings and conference calls.
- Delegate tasks to committee members.
- Appoint the grant director.
- Provide reports to the board as required.
- Submit annual reports to the membership in conjunction with the annual conference.
- Approve correspondence sent on behalf of the committee.
- Coordinate with staff and committee members the call for abstracts and review of abstracts for conference.
- Coordinate with staff the publication of abstracts in *JPN*.
- Recruit judges, oversees judging, tallies votes, and determines awards with staff and committee members for poster session at conference (or if she/he has a conflict of interest, will find a replacement).
- Present poster awards at awards luncheon at conference.
- In absence of grant director, serve in role until replacement is appointed.
- Coordinate, with conference planning chair, a plan to utilize the reserved general session slot at annual conference for presentation of funded grant recipients, oral research abstract(s), and/or research workshop.

Grant Director's Responsibilities

- Select grant peer reviewers.
- Establish and revise guidelines for grant reviews.
- Submit recommendations for funding to the board.

- Work with staff to communicate with grant recipients.
- Work with staff to monitor each project over the grant period.
- Moderate the research plenary session at the annual conference.

Committee Member's Responsibilities

- Attend a minimum of 75% of all calls and meetings.
- Participate in the discussion of the committee by conference call and by e-mail.
- Mentor others in the society and on the committee as appropriate.
- Accept assignments as delegated by the Chair. Examples of delegated tasks include the following:
 - Write articles for the newsletter.
 - Present/co-present a podium session at the conference.
 - Present and/or staff a poster session at the conference.
 - Review grant applications.
 - Review poster abstracts.
 - Judge posters at the conference.
 - Review and provide feedback on work completed by other Committee members.
 - Other tasks as dictated by the work of the Committee.

Board Liaison Responsibilities

- Report committee activities and bring committee recommendations to the Board.
- Relay Board charges and feedback to the committee.
- May moderate meetings in the absence of the chair.

Staff Responsibilities

- Staff all meetings.
- Moderate meetings in the absence of the chair and Board liaison.
- Record minutes.
- Coordinate the distribution of agenda, minutes, and supporting materials to the chair, the Board liaison, and the committee members.
- Maintain the roster of committee members.
- Communicate meeting time/date changes, meeting cancellations, and teleconferencing procedures to committee members.
- Draft and mail correspondence on behalf of the committee.
- Complete committee tasks and follow up as requested by the committee.

Committee's Long and Short Term Goals

The Board of Directors has established the following long term goals for the PENS Research Committee:

- Improve member knowledge of the research and grant processes.
- Increase the amount of PENS-sponsored research.

- Improve dissemination and access to research.
- Expand the number of PENS members involved in research.
- Work to establish research as a foundation of pediatric endocrinology nursing practice.

The Research Committee has established the following short term goals as strategies for achieving the long term goals:

- Fund eligible research grant applications.
- Provide mentorship to novice grant applicants to help ensure eligibility for funding.
- Provide mentorship to novice poster presenters to foster the communication of scientific information.
- Submit articles on research and application of research to the *PENS Reporter*.

Ongoing Projects and Programs Overseen by the Committee

The PENS Research Committee oversees the following activities:

- Research Grant Program
- Research Poster and Podium Presentations (categories listed below)
 - Nursing Research
 - Case Presentation
 - Product-based Research (industry/commercially-sponsored)
 - Informational
- Research Column in the *PENS Reporter*
- Presenting research workshops/content at the annual conference
- Disseminating PENS-funded research and other research of interest to PENS members

Communication Between the Board and Committee

The Chair of the Research Committee submits reports to the board on behalf of the committee twice a year (prior to the fall board meeting, usually held in September/October, and prior to the pre-conference board meeting, held at conference). The committee also communicates to the board when it has a proposal or request that requires board approval.

The Board, its president or his/her designee, communicates with the committee through the committee chair or Board liaison. The president is an ex-officio member of the committee and may participate on committee conference calls. The committee chair may be invited to participate on a board conference call as well.

Appointment of Committee Members and Term of Appointment

- The committee year runs from conference to conference of each year.
- A call for volunteers is distributed at the annual conference.
- Committee chair is appointed on the first board conference call following the conference.

- Members of the committee remain on until their PENS membership lapses, they elect to remove themselves from the committee, or they fail to participate in committee activities.
- The number of committee members shall be at the discretion of the chair.
- The term of grant director is two years.

Appointment of Committee Chair and Term of Appointment

- The term of chair is two years and runs from conference to conference of each year.
- A call for a committee chair is sent to the committee to identify volunteers; all volunteers are considered by the committee and a recommendation is made to the Board for appointment.
- A committee chair may be re-appointed if willing to serve and the expectations of the board were met by the volunteer during recent term as chair.

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