ASIAN ALLIANCES COMMITTEE - Terms of Reference

This document defines the purpose, responsibilities and scope of activities of the Asian Alliances Committee and identifies an Executive Management and Governance structure.

Purpose
To develop scientific and educational programming in Asia.

Specific Objectives:
1) Translate guidelines and white paper to various Asian languages
2) Establish collaborations with local societies and provide OARSI speakers
3) Develop general OARSI slide deck

Membership
The Committee will be constituted of up to 10 current OARSI members, and will include at least one Young Investigator, and one member of the OARSI Board.

The Chair will be appointed by the President of OARSI, and will serve a 3-year term. New members will be selected from those who volunteer to serve on the committee once a year and will be appointed by the Chair for a 3-year period, and should have staggered terms.

Roles and responsibilities of members
Each committee member will:
1) actively participate in matters raised at meetings
2) agree to hold confidential or share information discussed at the committee as advised by the Chair

Frequency of Meetings
Meet at the OARSI Congress and hold a minimum of two teleconferences in between.

Quorum
The Quorum will be half the members plus one.

Record keeping
An Agenda will be prepared for each meeting to seek discussion or identify decisions to be made. Minutes will be taken and used to provide information, document required actions, and to ensure transparency of information.

Conflicts of interest (COI)
These will be recorded at each meeting and will make reference to COIs that related to items on the agenda.

Committee voting
This committee will make decisions through discussion and by reaching consensus. If consensus cannot be reached, any member or their nominee may request a vote, to be decided by a simple majority (51%) of those present. In the event of a tied vote the Chair will have the deciding vote.

Notice of meetings
The Agenda and related information will be circulated at least 4 days prior to the meeting.

Reports
The Committee reports to the OARSI Board and should file minutes from each meeting with the Society. A formal report should be prepared and submitted prior to each Board Meeting. Please use the standard template
provided on the following page for Committee Minutes and Board Reporting.
Committee Meeting
DATE, 2020
Time GMT
Location (Room, Hotel, City)/ Platform (TelCon #, Zoom Link)

Attendees: Jane Doe, Chair, John Doe, Jim Doe, Janet Doe

Minutes

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Call To Order / Roll Call / Welcome</td>
<td>Jane Doe, called the meeting to order, and all committee members introduced themselves.</td>
<td>none</td>
</tr>
<tr>
<td>II. Review Minutes from Past Meetings</td>
<td>Minutes from the last meeting on May 10, 2020 were approved.</td>
<td>none</td>
</tr>
<tr>
<td>III. Discussion Item 1</td>
<td>Everyone agreed this was a great proposal.</td>
<td>Recommend proceeding to the Board.</td>
</tr>
<tr>
<td>IV. Discussion Item 2</td>
<td>This needed some clarification about these specific questions:...</td>
<td>Follow up with requestor/submitter</td>
</tr>
<tr>
<td>V. Recommended Actions / Board Recommendations</td>
<td>The committee reviewed these things and approved them.</td>
<td>Recommend proceeding to the Board.</td>
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</tbody>
</table>