



**The Association for
Clinical Biochemistry**

**ASSOCIATION FOR CLINICAL BIOCHEMISTRY
SCIENTIFIC COMMITTEE**

CLINICAL SCIENCES REVIEWS COMMITTEE

TERMS OF REFERENCE

1. The committee is a standing committee of the ACB Scientific Committee with a remit to extend the knowledge base in clinical science and promote wider understanding of the practice of clinical science by commissioning different types of review paper, including:

Personal views: Subjective papers, reflecting the experience and knowledge of the commissioned author(s), on topics deemed by the committee to be of relevance to the readership.

Reviews: Objective reviews of topics deemed by the committee to be of relevance to the readership.

Comments: Short articles submitted for rapid publication and providing a brief, critical review of any topical subject deemed by the committee to be of relevance to the readership.

To advise the Scientific Committee of suitable means for dissemination of the information collated through commissioned reviews.

3. To liaise with the Publications Committee and the Guidelines Committee of the Association, and the Editorial Board of the Annals of Clinical Biochemistry.
4. To liaise with other ACB committees, the Royal College of Pathologists and other relevant professional organisations where appropriate.



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CLINICAL SCIENCES REVIEWS COMMITTEE (CSRC)

CONSTITUTION

1. The CSRC is a standing committee of the Scientific Committee of the Association for Clinical Biochemistry.
2. Members of the CSRC shall be members of the Association, and shall be appointed by the chairperson following consultation with the other members of the committee for a continuous term of normally three years. Re-appointment of a member for a consecutive further of 1 or 2 years is at the discretion of the chairperson. Under exceptional circumstances this period may be further extended by up to a maximum of 5 years at the discretion of the Scientific Committee who will review their decision on an annual basis. Otherwise re-appointment will not occur until a five-year period has elapsed. The composition of the CSRC shall reflect the range of topics under consideration by the committee and the geographical and professional spread of membership of the Association.
3. The CSRC shall normally comprise a chairperson, secretary and ten ordinary members, at any one time. In addition, the Editor-in-Chief of the *Annals of Clinical Biochemistry* and the national audit co-ordinator shall be ex-officio members of the committee, and shall be invited to attend CSRC meetings or submit a report outlining activity in issues of relevance to the committee.
4. CSRC shall nominate, from its ordinary members, a chairperson and a secretary. They will normally serve for a period of three years, and upon completion of their terms of office, the chairperson and secretary shall resume their ordinary membership of the committee until they have served a total of three years in that capacity. Their appointment will be subject to ratification by the Scientific Committee. Under exceptional circumstances the chairperson and/or secretary may serve for a longer period subject to the approval of the Scientific Committee.
5. Nomination of a new chairperson or secretary shall normally be reached by consensus within the committee. If no consensus is attainable, the current chairperson will call for a vote by secret ballot. All members of the committee, except ex-officio and co-opted members shall have one vote. In the event of a tie, the current chairperson will have an (additional) casting vote. In the absence of a recognized chairperson the process will be led by the chairperson of the Scientific Committee.

6. Individuals, not necessarily members of the Association, may be co-opted onto the CSRC on an annually renewal basis at the request of the Chairperson. Co-opted members have no voting rights.
7. The CSRC will record its activities in reports or minutes submitted to the Scientific Committee. Copies of these minutes shall be lodged at the administrative office of the Association. An annual report shall be submitted to the Scientific Committee.
8. The CSRC will conduct its business at quarterly meetings and by additional correspondence as necessary. Exceptionally, the chairperson may call extraordinary meetings.
9. The Association will reimburse the expenses of meetings in accordance with the rules laid down in the constitution of the Scientific Committee. The chairperson shall obtain approval from the Scientific Committee for any additional expenditure.
10. The quorum for a meeting shall be six voting members including one office bearer. The secretary shall act as chairperson if the chairperson is absent.
11. Any income accruing as a result of CSRC activities shall be payable to the Association for the furtherance of scientific activities.
12. Any member of the CSRC who has a connection with a commercial organisation which might benefit him or her financially, or has any other conflicting interest, shall declare this interest to the committee when relevant topics are to be discussed.
13. Discussions within the CSRC will at all times remain confidential and information obtained through membership shall be regarded as privileged information.
14. The chairperson of CSRC will be a member of the Scientific Committee. The chairperson or another nominated member of the committee will attend each meeting of the Scientific Committee and provide a report on the activities of the CSRC.