

# UNIVERSITY VOLUNTEER PROGRAM

## HREC Member Role Description - Community Member



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| <b>Title of Volunteer Role</b> | Community Member, University of Adelaide Human Research Ethics Committee (HREC)                           |
| <b>University Area</b>         | Office of Research Ethics, Compliance and Integrity, Research Services, Division of Research & Innovation |

### Description and purpose of the volunteer role:

Human research encompasses a wide range of activities with an equally wide range of risks and potential benefits. The HREC assists the University to protect the welfare and rights of participants in research. The Committee must ensure the effective consent of research participants in a research project and that any risk which may be involved is acceptable.

### Responsibilities:

- To apply the ethical principles and values set out in the National Statement of Ethical Conduct in Human Research (2023) as well as other relevant guidelines.
- To consider the ethical implications of proposed research projects on human participants and to determine whether they are acceptable on ethical grounds.
- To provide monitoring of research projects until completion so that the HREC may be satisfied that they continue to conform with approved ethical standards.
- The volunteer agrees to undertake the necessary training provided by their Volunteer Supervisor, including Health, Safety and Wellbeing induction and any hazard management training required to undertake their role.
- The volunteer agrees to adhere to the [University Volunteer Policy](#) and requirements outlined in the [volunteer handbook](#).
- For insurance purposes the volunteer agrees to log their volunteering hours with the University Volunteer Program.

### Specific duties to be undertaken:

All work undertaken by the volunteer will be under instruction and supervision; including:

- Become familiar with the National Statement and consult other guidelines relevant to the review of specific research proposals.
- Read and review applications for ethical approval prior to attendance at HREC meetings.
- If unable to attend a meeting, provide opinions in writing on the ethical acceptability of research proposals before meetings.
- Contribute to and be respectful of the exchange of opinions from members at the meetings.
- Each member is responsible for deciding whether, in his or her judgement, a research proposal submitted for review meets the requirements of the National Statement and is ethically acceptable.

### Qualifications – skills, expertise, experience, knowledge

- Nil qualifications are required.

### Personal attributes required:

- Ability to read large documents.
- High standards of integrity
- Effective interpersonal skills and the ability to work in a collegial team.
- A willingness to be an active contributor.
- Experience in one or more of the following would be advantageous but is not essential:
  - Experience on a committee, and/or

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- Experience reviewing large documents, and/or
- Experience in advocating on behalf of community groups or providing a consumer perspective

**Time frame and/or attendance requirements:** (volunteer roles should not exceed more than 15 hours a week)

- The Committee meets ten times each year on a Monday.
- Meetings start at 1pm and are approximately 3 hours long.
- Reading and consideration of applications will vary for each meeting (approximately 2-4 hours pre-reading) depending upon the number and nature of applications submitted.
- Non-attendance will require written comments provided to the Committee's Ethics Officer at least 1-day prior to the meeting in the event that the attendance will affect the HREC remaining quorate.
- Regular non-attendance (more than three times per year) may result in membership review.
- Out-of-session reviews will occasionally be required to be completed in your own time.

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| <b>Training provided</b>    | <ul style="list-style-type: none"><li>• Newly appointed members will be provided induction training.</li><li>• During their membership on the HREC, members will be given the opportunity to attend training workshops relevant to the work and responsibilities of the HREC.</li><li>• A member portal is available to provide a variety of reference materials.</li></ul> |
| <b>Location of work</b>     | <ul style="list-style-type: none"><li>• Meeting papers are sent seven calendar days before the meeting.</li><li>• Meeting papers are stored in a cloud and can be accessed via the internet.</li><li>• Committee meetings are held at the University of Adelaide, Rundle Mall Plaza, Adelaide.</li></ul>  |
| <b>Travel involved</b>      | Committee meetings are held at the University of Adelaide, Rundle Mall Plaza, Adelaide.   |
| <b>Honorarium</b>           | For external members only (non-University employed): \$180 per meeting (paid annually)  |
| <b>Volunteer Supervisor</b> | Chair, Human Research Ethics Committee<br>Senior Human Research Ethics Officer, Office of Research Ethics, Compliance and Integrity   |
| <b>Special requirements</b> | None required   |

### Benefits to the volunteer

- Volunteers on the HREC help to advance leading edge research in an important and practical way by bringing an independent view to the HREC.
- Gain an understanding of the broad range of research activities that are undertaken by the University.
- An Honorarium is offered in recognition of the time given and any out-of-pocket expenses incurred in the course of attending meetings.
- Access to the University's online services and library facilities is provided.

### SUPERVISOR'S CONTACT DETAILS

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| <b>Name</b>           | Mel Kluge   |
| <b>Position Title</b> | Senior Human Research Ethics, Office of Research Ethics, Compliance and Integrity |
| <b>Telephone</b>      | 08 8313 6028  |
| <b>Email</b>          | <a href="mailto:hrec@adelaide.edu.au">hrec@adelaide.edu.au</a>                    |