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## Terms of Reference: OMERACT Strategic Advisory Group Members

**PURPOSE:** The OMERACT Strategic Advisory Group (SAG) serves as a key advisor to the OMERACT Management Group, providing strategic guidance and implementation advice on matters related to the overall direction and goals of OMERACT. The SAG is composed of 3 co-chairs and OMERACT members with expertise and experience in areas relevant to OMERACT.

**TERM:** Members will be appointed for a specified term, typically ranging from 3 to 5 years to allow for rotation, with the possibility of renewal based on OMERACT's needs and the member's performance.

**MEMBERSHIP:** The Strategic Advisory Group will consist of a diverse group of OMERACTers, including experts from various stakeholder groups, disciplines, and geographical regions. This may include researchers, clinicians, industry representatives, patient research partners, and other relevant stakeholders.

**TIME COMMITMENT:** The time commitment required for members of a Strategic Advisory Group can vary depending on the organization's needs, the complexity of the issues being addressed, and the frequency of meetings.

In advance of ACR 2023 we will be hosting 3 meetings (2 virtual and 1 hybrid meeting)

1. Hybrid meeting during the EULAR conference
2. Zoom meeting in September
3. Zoom meeting in October

In addition, members of a Strategic Advisory Group can expect to commit to the following:

1. **Regular meetings:** Meetings will be held quarterly in addition to hybrid meetings during the annual ACR & EULAR conferences. Our first meeting as a full group will be during the EULAR 2023 conference. Details will follow shortly.
2. **Preparation and review:** Members may need to invest time in preparing for meetings by reviewing relevant materials, such as reports, strategic plans, or discussion documents. This could also include providing feedback on drafts or proposals circulated among group members.
3. **Subcommittees or working groups:** Members might be asked to participate in subcommittees focused on specific topics or initiatives. These groups may require additional meetings and time for collaboration on projects, research, or recommendations.
4. **Ad-hoc consultations:** Occasionally, members may be asked to provide advice or input on specific issues or decisions outside of regular meetings, which could require some additional time for review and response.
5. **Email Prioritization Exercise:**

### **ROLES & RESPONSIBILITIES:**

1. Work with the Strategic Advisory Group Co-Chairs to provide strategic guidance and implementation advice on matters related to the overall direction and goals of OMERACT
2. Review and provide input on strategic plans, initiatives, and projects
3. Review relevant surveys and evaluations to provide strategic advice so to ensure that OMERACT remains relevant and responsive to the needs of patients, clinicians, and researchers
4. Participate actively in group discussions and decision-making processes
5. Maintain confidentiality on sensitive information and discussions
6. Contribute to the continuous improvement of OMERACT
7. Strategic Advisory Group members will be guided by the Spirit of OMERACT principles.

### **DELIVERABLES**

- Quarterly Zoom meetings with in-person option during the ACR & EULAR conferences.
- Draft of an OMERACT Strategic Plan

### **PROPOSED EXPECTED ACTIVITIES AND TIMELINES (to be developed)**

**Note:** *These Terms of Reference are a guide and may be reviewed and updated as needed to ensure that the SAG remains effective in fulfilling its responsibilities.*