



PACFA Research Committee

TERMS OF REFERENCE

Purpose

The purpose of the PACFA Research Committee is to:

- promote research and research literacy within the disciplines of Psychotherapy, Counselling, and Indigenous Healing Practices,
- facilitate and commission high-quality, original research, including literature reviews, into the processes and outcomes of psychotherapy, counselling and Indigenous healing practices for the benefit of the profession and to advise the organisation as requested,
- develop a strong collaboration with PACJA to disseminate information to the profession about evidence-informed practices relating to psychotherapy, counselling, and Indigenous healing practices,
- contribute to opportunities to promote and present about research to the professional community,
- provide ideas to the Board around research that supports the Board's objectives including projects that advance advocacy, such as workforce studies, benchmarking report cards and/or reports on registrant efficacy,
- network with committees within PACFA and externally in support of the objectives of the committee,
- promote research with in accredited and unaccredited training programs,
- ensure that all research commissioned, facilitated, or endorsed by PACFA adheres to the National Statement on Ethical Conduct in Human Research, relevant privacy legislation, and the AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research where applicable, and
- obtains appropriate Human Research Ethics Committee approval Where required.

Committee Membership

There will be no less than 3 and no more than 7 members appointed to the Research Committee.

Membership of the Research Committee will be structured as far as possible to include members who represent the viewpoints of a diverse range of interest group.

The Research Committee will comprise the following members:

- a Chair appointed by the Board taking into account the recommendation of the Committee,
- the Editor of *PACJA*,
- up to five additional members, including where possible a representative of the College of Indigenous Healing Practices (CIHP) and PACFA members who have a higher degree research qualification and are research-active; or have other relevant qualifications and experience.

Additional persons who are members of a relevant national body representing Indigenous health and wellbeing, consumers and/or carers, or other relevant cultural or social groups may be invited to contribute in an advisory capacity only on relevant matters as the need arises for a period of up to two years, which may be renewed with the approval of the PACFA Board.

Working groups to carry out specific activities may be formed from these members or other co-opted persons from time to time.

Research Committee members commit to:

- attend meetings regularly, notifying the Chair in advance when they are unavailable, and attending a minimum of 75% of meetings per year,
- prepare appropriately for meetings, including reading all papers circulated,
- contribute actively to meetings,
- undertake any agreed tasks between meetings and report in a timely way, and
- contribute actively to PACFA's research agenda by taking responsibility for specific task/s from time to time.

Roles and Responsibilities

PACFA Board

The research committee takes direction from PACFA's Constitution, Strategic Plan, the Code of Ethics, and related policies of PACFA and works in collaboration with the Board through the CEO. The committee references and supports a broad range of research methods, reflective of the range of disciplines that comprise the knowledge base of the professions of counselling, psychotherapy, and Indigenous Healing practices in Australia.

Committee

The Research Committee's tasks include:

- meeting once annually to develop a plan for the year's work,
- reviewing the terms of reference every two years,
- meeting monthly throughout the year,
- providing written reports of its activities to Board meetings, and
- facilitating the publication and promotion of a high-quality well-read journal (*Psychotherapy and Counselling Journal of Australia, PACJA*) by:
 - supporting the work of the Editor (Committee members are *de facto* editorial board members),
 - encouraging members and other relevant professionals to write articles,
 - reviewing article submissions,

- encouraging PACFA members and suitable peers to review submissions,
- reviewing submissions to PACFA for research promotion,
- promoting the journal to potential readers and contributors,
- organising research forums to disseminate and facilitate research,
- reviewing, facilitating and overseeing applications and approved research projects for any available PACFA research funding,
- providing one research-active Committee member as a Conference Committee member and others to review abstracts, and
- providing research guidance and support to PACFA Colleges and their members.

Members of the Research Committee will be acknowledged as authors in any research outputs from PACFA research projects where they have been contributing researchers. Research Committee members may request permission from PACFA to use the data from these projects to undertake their own research and such permission shall not be unreasonably withheld.

Committee Chair

The Research Committee Chair is appointed by the Board on the recommendation of the Committee. The Chair must be a PACFA Member, have a Higher Degree Research qualification, have experience in conducting and publishing research, and have a demonstrated understanding of ethical issues in the conduct of research. The Research Committee Chair will:

- attend the PACFA Board meetings as an ordinary Board Director,
- meet all requirements of Board appointment,
- ensure implementation of PACFA's research agenda as formulated in the Constitution, and
- liaise with Research Committee members for input on Research Committee decisions and to delegate tasks relating to research matters.

Committee Meetings

The Research Committee will meet formally once a month. A quorum of 3 members is required.

11 meetings per year will take place via online platforms. Additional meetings, if required, will take place via an online platform.

Committee members will participate in most meetings with allowance being made for reasonable absences due to other commitments.

In between meetings, discussions may take place via email to enable decisions to be made in a timely manner.

Review

These terms of Reference will be reviewed every two years by the Research Committee in consultation with the CEO.

Version	Description	Originator	Reviewed	Approved	Date	Next review
1.0	Final version	Research Committee	Governance Committee	Board		November 2025
2.0	Updated version	Research Committee	Governance Committee	Board	28/03/26	March 2028

APPENDIX

Expression of Interest form for Research Committee members

Name:

Contact email:

Relevant qualifications and training:

Current relevant work situation:

Previous relevant work situation and experience:

Statement of interest for this position (up to 200 words to explain why you would be a contributing member of this Committee):

Signed:

Date: