

TERMS OF REFERENCE – Advisory Committee

1. MANDATE:

Ensure the Centre's mission and objectives are fulfilled efficiently and effectively demonstrating high performance and quality results.

2. MEMBER RESPONSIBILITIES:

Specific duties include:

- Bring their expertise and leadership to provide strategic direction, supervision and support to the Centre's management in the best interest of its members and stakeholders.
- Provide stewardship to the Centre's operations and core processes.
- Approve annual operational and financial plans produced by the Centre.
- Review and approve key strategic documents and communications produced by the Centre's management, including Strategic Plans, evaluation framework, annual and donor reports, policies and procedures, etc.
- Participate actively and constructively in the work of the Committee and provide leadership to working groups and sub-committees that may be created.
- Operate in a way that demonstrates inclusiveness and respect for diversity of opinions.
- Act as a liaison by reporting back to their organization and the sector or committee they represent, as well as bring information to the Advisory Committee on behalf of their organization and the sector or committee they represent.
- Communicate the vision, role, direction and priorities of the Centre to stakeholders in Canada and internationally.
- Commit to having regular attendance or sending an Alternative representative with key decision-making authority for their organization, while fulfilling the full Committee Member role.

3. MEETING STRUCTURE:

- I. During the first year of operations, meetings are held on a monthly basis on the second Tuesday of every month with supplementary meetings arranged as required.
- II. Following the first year of operations meetings will be conducted on a bi-monthly basis, or as required (minimum of six (6) meetings per year).
- III. A quorum of members must be present before a meeting can proceed.
- IV. Meetings are conducted via teleconference or web-conference with a minimum of one in-person meeting per year coinciding with the annual Team meeting.

- V. Internal or external persons may be invited to attend the meetings at the request of the Centre Director on behalf of the committee to provide advice and assistance where necessary. Internal or external persons to the Committee have no voting rights and may be requested to leave the meeting at any time by the Centre Director.
- VI. Committee members will seek to reach decisions through consensus wherever possible. If for whatever reason, consensus cannot be achieved, members may choose to move to a majority vote.
- VII. Individual Committee members are encouraged to propose agenda items to the Centre Director and/or Coordinator for discussion during Committee meetings.

4. MEMBERSHIP:

The Committee is comprised of a minimum of 10 or maximum of 13 members. Committee members should represent the geographic, sectoral and disciplinary diversity of the Team and include:

- I. Six (6) Principal Applicants
- II. Chairs of the three (3) Core Working Groups (Research, KTE, Capacity Building)
- III. Two (2) Collaborating Organizations (one policy/public health practitioner and one community representative)
- IV. The Centre Director
- V. The Centre Coordinator. The Centre Coordinator acts as secretary to the Committee without the right to vote.

5. TERMS OF MEMBERSHIP:

- I. Each Committee member will serve a 1-2 year term, allowing opportunity to rotate membership while maintaining continuity.
- II. The selection of Committee members occurs during annual Team meetings.
- III. Members may volunteer or be nominated. In the event two (2) or more academic or community-based Team members volunteer or are nominated, a confidential vote is held and administered by the Centre Coordinator. Each Team member may vote for up to two (2) nominees in each category. The two (2) nominees in each category with the first and second highest number of votes will serve on the Committee; the nominee with the third highest number of votes will serve as an alternate.
- IV. Committee members will cease to be a member if they:
 - Resign from the committee
 - Fail to attend 3 consecutive meetings without providing regrets to the Centre Director/Coordinator
 - Breach confidentiality
- VI. Vacant positions will be filled on a casual basis until the term has expired.

6. REMUNERATION:

The Advisory Committee is a volunteer committee and members will not be compensated for their role on the committee. Travel related expenses to in-person Committee meetings will be covered by the Centre.