

Executive Committee Terms of Reference

Mandate

The Executive Committee assists the Scientific Director in the planning, prioritization and implementation of the Institute's strategic plan.

Chair and membership

Executive committee members are appointed by the Scientific Director for a two-year term with biennial review for term renewal. Executive Committee members must be members of the O'Brien Institute, and all Executive Committee members have voting rights in decision-making (with the exception of the Administrative Director). The Executive Committee members consist of:

- Scientific Director (acts as Chair of the Executive Committee)
- Associate Scientific Director (Vice-Chair of Executive Committee)
- Administrative Director
- Head of the Department of Community Health Sciences
- Representative of Alberta Health Services
- Leaders representing various O'Brien Institute member affiliations (eg population health researcher, health services researcher, University of Calgary researcher with primary appointment outside of the Faculty of Medicine, health researcher from Alberta Health Services, research user) and leading the following current portfolios, which are open to revision:
 - Awards & Recognitions
 - Internal Peer Review
 - Knowledge Translation
 - Mentorship Program
 - Performance Metrics
 - Seminars & Events
 - Strategic Communications
 - Strategic Partnerships
- The remainder of the Core Operations Team (i.e., Project Coordinator, Communications Manager, Communications Assistant) may be present and have voice but not vote at Executive Committee meetings.

Roles, Responsibilities and Relationships

Executive Committee members are responsible for furthering the goals of the Institute through activities in their own portfolios, and for contributing to the Committee's discussion of emerging issues.

Members of the Executive Committee are expected to:

- Lead activities within their portfolio area, with input from the Committee and administrative assistance from the O'Brien Institute Core Operations Team
- Report on portfolio activities in the Executive Committee meetings
- Act in consensus to support the final decisions taken by the Executive Committee
- Contribute to regular review and possible revision of the portfolios
- Represent the O'Brien Institute in situations where the Scientific Director and Associate Scientific Director are unavailable to undertake Institute tasks, for example providing introductory comments at special events
- Work conscientiously on behalf of the Committee, for example: attendance and preparation at meetings; execution of agreed-to tasks between meetings; responding to requests for feedback on materials)

Meetings

The members of the Executive Committee meet once every two months during a regularly scheduled meeting time.

Quorum

Quorum is reached with 50% or more voting members of the Executive Committee present. If quorum is not reached during a regularly scheduled monthly meeting, decision-making and approvals cannot proceed and will be tabled for a future meeting with quorum. Scheduled meetings will proceed without quorum, but without voting, which shall occur occasionally in accordance with 50% +1 standard.

Recording

Minutes of the Executive Committee meetings shall be recorded and shared among all members of the Executive Committee.

Sub-Committees

Portfolio leads may strike sub-committees specific to their portfolios, where relevant and necessary. Terms of Reference for these sub-committees should be created in consultation with the Executive Committee. Sub-committees may include non-members.