



## **Executive Committee Terms of Reference**

### **Mandate**

The O'Brien Institute for Public Health's Executive Committee advises and assists the Institute Directors and Core team in the implementation of the Institute's strategic plan, including the planning of research support programs and services offered to Institute members, and the development of Institute resources.

### **Chair and Membership**

Executive Committee members are appointed by the Scientific Director for a two-year term with biennial review for term renewal. A member may request that a delegate attend, on their behalf, a meeting for which the member is not available. Members will represent the inclusive affiliations, disciplines, demographics, characteristics, *etc.*, of the O'Brien Institute membership:

- Scientific Director, O'Brien Institute (Chair of the Executive Committee)
- Deputy Director, O'Brien Institute (Vice-Chair of Executive Committee)
- Associate Scientific Directors, O'Brien Institute
- Administrative Director, O'Brien Institute
- Head, Department of Community Health Sciences
- 1- 2 Heads of Departments with significant Institute membership
- 1-2 Associate Deans (Research) of U Calgary Faculties or Schools with significant Institute membership
- Senior Scientific Director of Alberta Health Services' Program Improvement & Integration Networks
- 2-3 Institute members representing various affiliations (*e.g.*, population health researcher, health services researcher, University of Calgary researcher with primary appointment outside the Cumming School of Medicine, research user, *etc.*)
- Leader(s) of Institute support portfolios, which currently include: Equity, Diversity, Inclusion and Access; Internal Peer Review; Trainees/Postdoctoral Scholars
- The remainder of the Core Operations Team 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 and for contributing to the Committee's discussion of emerging issues.

Members of the Executive Committee are expected to:



- Act as a conduit of information between the O'Brien Institute and their own affiliations, by liaising with personnel in similar Cumming School of Medicine, University of Calgary, Alberta Health Services offices, and other relevant groups
- Act in consensus to support decisions taken by the Executive Committee
- Work conscientiously on behalf of the Committee, for example: attendance at and preparation for meetings; execution of agreed-to tasks between meetings; responding to requests for feedback on materials
- Represent the Institute in situations where the Scientific Director and Associate Scientific Directors are unavailable to undertake Institute tasks, for example providing introductory comments at special events
- Work toward the achievement of mutually agreed upon additional terms of reference.

### **Meetings**

The Executive Committee meets once every three months during a regularly scheduled meeting time. Minutes shall be recorded by Institute staff and shared among members.