

Health Research Institute (HRI) Leadership Council Terms of Reference

**NAME: UNBC HEALTH RESEARCH INSTITUTE (UNBC-HRI)
LEADERSHIP COUNCIL**

The UNBC Health Research Institute (HRI) Leadership Council is designed to enable UNBC's experienced and emerging health researchers (faculty, staff and students) from across the 5 Faculties and the Division of Medical Sciences, to join together for the purpose of furthering health research and innovation.

SECTION 1 – INTRODUCTION

PURPOSE

The purpose of this document is to set out the terms of reference, composition, and operating arrangements of the HRI Leadership Council.

GOVERNING BODY

This Council is the governing body of the HRI and is accountable to the Vice President, Research UNBC.

SECTION 2 – PROCEDURES

RESPONSIBILITIES

The Health Research Institute Leadership Council functions to manage the affairs and contribute to the core strategic directions of the Health Research Institute (HRI).

- Oversee the scientific and strategic direction for the HRI;
- Oversee the functions (e.g., funding decisions, communications) of the HRI;
- Provide constructive advice and suggestions for optimizing the value and success of the HRI in addressing the health issues of families and communities;
- Assist in the development and monitoring of appropriate operating structures and processes;
- Support increased research capacity that appropriately reflects the thematic priorities and knowledge exchange activities of HRI;
- Identify opportunities for new research initiatives and national and international linkages;
- Review the annual progress of the HRI (e.g., annual reports and expenditures);
- Sustain the Institute's activities in the long term.

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COMPOSITION

MEMBERSHIP

Leading UNBC health researchers will form the Leadership Council.

The HRI Leadership Council has 5-7 UNBC faculty members (which may include affiliate UNBC faculty appointed to the Division of Medical Sciences), one graduate student and one PhD student. These members constitute the voting membership of the HRI Leadership Council. The target composition of the Council will include researchers from across UNBC.

Guests may be invited to attend Leadership Council meetings to provide input on the management and strategic direction of the Institute.

Term of appointment and renewal process: Faculty members of the Leadership Council are appointed for a renewable 3-year term. Student members are appointed for a 2-year renewable term. Elections will be held at the Annual General Meeting for vacant positions. No more than 4 faculty member positions will be replaced each year.

In the month prior to the AGM the Chairs will actively seek nominations for the outgoing members. Nominations will be sought from the Leadership Council and HRI members.

Conflict of Interest: A member may withdraw from discussion of a particular agenda item or topic if, in the opinion of that members, there is a real or perceived conflict of interest.

Quorum: The quorum at any meeting shall be one half the currently filled positions plus one.

CO-CHAIRS

The Co-Chairs, who will be members of the Leadership Council will be appointed by the members of the Leadership Council.

Term of Appointment: 3 years (renewable). The term runs from July 1 to June 30 of each year.

The Co-Chairs act on behalf of the Leadership Council. They will oversee the activities of the HRI and will facilitate the interface between the University, other research institutes and centres, research programs, individual researchers and external partners, including the UNBC-NH Innovation and Development Commons.

The Co-Chairs will set the agenda and timetable for Council meetings through consultation with Council members. The HRI Manager will circulate materials one week prior to the meeting date.

MINUTES

Minutes shall be prepared within 15 days after each meeting of the Leadership Council and distributed by the HRI Manager. Minutes will be prepared by the HRI Manager and subject to review by the Chairs.

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OPERATING PROCEDURES

DECISION MAKING

By consensus

MEETINGS

The Council will meet at least 2 times each semester. Meetings are at the request of the Co-Chairs. Discussion during meetings shall be open, frank and free-flowing. All members shall have equal status during discussion. Members shall seek consensus on conclusions and recommendations.

Regular attendance is expected of all members. In the event that the absenteeism of a member becomes a matter of concern, the Chair may request that the Council Members nominate a replacement member.

REPORTS

The HRI will present an annual report to Senate on its activities and finances.

SECTION 3 – GOVERNANCE

RESPONSIBILITY

The UNBC Health Research Institute Co-Chairs will report to the Vice President Research. They will also relate to the Deans of the 5 Faculties and the Division of Medical Sciences, leaders of the other research institutes and the Research Office, and to the UNBC-Northern Health Innovation and Development Commons to ensure services and connections address the strategic directions of the HRI and the needs of its members.

The Health Research Institute's strategic plan and finances will be developed and overseen by the Leadership Council. The Institute will maintain regular communications with Northern Health through the Innovation and Development Commons and Northern Health/UNBC Steering Committee of the UNBC-NH Partnership MOU. As a result, there will not be a formal Advisory Committee at this time.