

Research and Knowledge Translation Committee Terms of Reference

Any capitalized terms used and not defined in these Terms of Reference shall have the meanings given to them in the by-law relating generally to the conduct of the affairs of Ontario Chiropractic Association as may be amended from time to time (the “By-Law”).

Overview

The Research and Knowledge Translation Committee (the “Committee”) assists the Board of Directors in fulfilling its oversight responsibilities regarding all research and knowledge translation (“KT”) related activities of the organization in alignment with the mission, vision and strategic plan.

The Committee fulfills its mandate with due consideration to collaboration with other stakeholders engaged in research and KT such that investments in research and KT are optimized and the research and KT agenda is focused on enhancing care for patients and advancing the chiropractic profession in Ontario.

Function and Responsibilities

- As part of the annual operating plan development, recommend to the board a multi-year strategy that includes areas for investment of OCA and staff resources, partnerships, and sources of funding and inputs to priorities for CCRF. As additional funding permits and in support of OCA strategy, this would include recommending whether to directly initiate or respond to requests for research and KT investments on behalf of the Board of Directors;
- Maintain active engagement with researchers funded through partnerships or directly by the OCA, i.e. CCRF, MITACs, etc. to remain informed about the progress and outcomes of the research and KT initiatives and advise the Board of Directors as to impact to Ontario chiropractors;
- Represent the Board of Directors at research and KT related forums and maintain awareness of key research and KT outcomes which influence OCA strategy, i.e. advocacy;
- Understand the future needs for developing research and KT capacity in Ontario and advocate for continued support for Ontario based researchers;
- Provide oversight to the CCRF/OCA collaborative relationship ensuring alignment of goals;

- With respect to requests received by the OCA for research and KT related funding:
 - Review funding requests;
 - Engage third party expertise and/or other measures as required to formulate recommendations to the Board of Directors;
 - Make recommendations to the Board of Directors.
- The Committee will review the Research Funding Policy from time to time and make recommendations for updates as necessary.
- Identify opportunities to showcase emerging research and KT initiatives to Ontario chiropractors.
- Identify collaborative research and KT opportunities with other professionals.

Frequency of Meetings and Manner of Call

At the call of the chair of the Committee.

The committee will meet by telephone, electronic or other communications facilities which permits all persons participating in the meeting to communicate with each other simultaneously and instantaneously.

Composition of the Research and KT Committee

The committee shall consist of:

- Up to four OCA Board members
- Up to three OCA members who are engaged in research and who are not Board Directors
- A non-OCA member with research expertise (Advisor - non-voting member of the Committee)
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The Committee will appoint the Chair of the Committee from amongst themselves by consensus or vote. The Committee Chair must be a member of the Board of Directors and may not be a member at large.

Guests

The Chief Executive Officer or their designate and the Chair of the Board or their designate and other parties as may be deemed appropriate by the Committee each have a right to attend all meetings of the Committee but shall not have any right to vote thereat.

From time to time the Committee may invite others to attend all or a portion of the meetings.

Quorum

As required by the OCA's by-laws, unless otherwise determined by resolution of the Board of Directors, quorum shall be a majority of the individuals serving on the Research and KT Committee.

Resources

The CEO or their designate shall be the primary resource to the Committee, shall cause all minutes of the Committee to be taken and agendas to be prepared, and shall coordinate additional resources as required to support the mandate of the Committee.

The Committee as a whole or individual committee members do not have the authority to enter into any agreements or contracts on behalf of the OCA.

Reporting

The Committee shall prepare minutes of each meeting.

Recommendations of the Committee shall be made, and the committee report shall be submitted to the Board.

Procedures

The Committee shall be empowered to establish its own procedures, processes, role descriptions and subcommittees, so long as such procedures, processes, role descriptions and subcommittees are consistent with the By-Law and these Terms of Reference.

The Committee shall, from time to time, make recommendations for changes to these Terms of Reference. Recommendation for amendments to be reviewed by the Governance Committee prior to Board approval. Changes shall not take effect until approved by the Board.

Confidentiality

Committee members are required to maintain confidentiality at all times including in the pursuit of additional expertise.

With the increasing use of Artificial Intelligence ("AI"), all committee members are required to adhere to the confidentiality rules governing their work on a committee. Committee or Board material must not be shared in AI systems not approved by the OCA.