



Schedule of Amendments	
March 5, 2016	Approval
September 2019	Revised to expand to include strategic function and responsibility
June 2023	Reviewed

Overview

The Research Committee assists the Board of Directors in fulfilling its oversight responsibilities regarding all research related activities of the organization in alignment with the mission, vision and strategic plan.

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

Function and Responsibility

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

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

Composition

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)

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.

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 Research Committee but shall not have any right to vote thereat.

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

Quorum

Quorum shall be a majority of the individuals serving on the Research Committee.

Resources

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

Reporting

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

Minutes of the meetings of the Research Committee shall be distributed to the Board.

Procedures

The Research 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 Research Committee shall, from time to time, make recommendations to the Board of changes to these Terms of Reference, which changes shall not take effect until approved by the Board.