

Cancer Research Institute of Northern Alberta (CRINA) Steering Committee - Terms of Reference

1. Purpose

This Terms of Reference (TOR) serves as the guiding document for the CRINA Steering Committee. The committee represents member interests, and advises CRINA's Director on programs and operations.

The goals of the committee are to:

- Provide input on CRINA's strategic plan. The strategic plan will set Institute priorities and goals and define the actions needed to achieve these goals.
- Work with the Director to foster research collaborations and partnerships across the academic and health care systems. Identify teams or research gaps to be supported in an effort to improve collaborative research in CRINA.
- Provide a platform to assess new and ongoing CRINA initiatives and activities.
- Identify strategies to raise funds in support of cancer research and CRINA operations.
- Provide advice on issues and concerns brought forward by CRINA members.
- Champion CRINA and inform the wider university community on key initiatives and opportunities with CRINA.

2. Membership

The committee is composed of faculty members from across the University of Alberta. Individuals are invited to join the committee by the Director for a term of three years and committee membership is renewable. The CRINA Director and the Director of Operations are ex officio members.

While membership is flexible, representation from key stakeholders is essential. Hence, the committee shall always include:

- i. Scientific Director, Cancer Research and Analytics, Cancer Care Alberta (ex officio)
- ii. Chair (or designate) of the Department of Oncology (ex officio)
- iii. A department chair
- iv. Representation from members conducting biomedical, clinical, and social science or health services research
- v. At least two members with a primary appointment outside FoMD. As such at least three faculties (including FoMD) should be represented at all times
- vi. A leader in cancer clinical trials (e.g., Director, Clinical Trials Unit, Cross Cancer Institute; or Director, Division of Medical Oncology)
- vii. The chair of the Education Committee (ex officio)
- viii. A representative from FoMD Advancement
- ix. Trainee
- x. Other members as identified by the CRINA Director

Note: a member may meet more than one requirement

The members will:

- regularly attend committee meetings held monthly between September and June, and
- openly and candidly share their ideas with the group.

3. Membership Terms

Continued membership is subject to the member's continuing ability to attend meetings and provide input. Members missing meetings without notice will be contacted in order to reevaluate their ability to commit to the Steering Committee.

Members wishing to terminate their membership are asked to provide one month notice to the CRINA Director.

4. Confidentiality

Trust and confidentiality of information are very important. Members may be expected to keep some information private where indicated.

5. Meetings

The Director will chair the meetings. An agenda will be sent out to members in advance of the meeting. Meeting minutes will be taken and circulated to the group following the meetings. The Chair of the Education Committee will provide progress reports at the Steering Committee meetings.

6. Decision Making

The Director will consider the opinions and advice of the Steering Committee members. The Director has the final decision-making authority.

7. Reporting Structure

