



CFICE STEERING COMMITTEE- TERMS OF REFERENCE REVISED 19 NOVEMBER, 2012

Mandate:

The mandate of the Steering Committee of the Community First: Impacts of Community Engagement project is:

- 1) To provide overall strategic, policy, management and oversight guidance to the CFICE project.
- 2) To review and comment on reports and budgets from the secretariat, hubs and working groups.
- 3) To provide policy guidance that supports planning, proposal approval, budgets and reports for all levels of the CFICE project.
- 4) To ensure that regular evaluations of project progress are carried out, and to provide support in developing the M&E strategy for the project.
- 5) To assist governments, foundations, higher education institutions and community-based organizations in fostering policies and practices which reflect the learning and innovations generated by the project.
- 6) To advise on the form, dissemination plan and optimum use of knowledge products generated by the project.
- 7) To connect the project to relevant local, regional, national and international initiatives, institutions, and potential funders.
- 8) To identify supplementary funding sources for CFICE activities from the public, private and philanthropic sectors.

Chairs: Two Co-chairs: A senior member of Carleton University, and a senior community practitioner.

Members: Up to 15 members, with a majority of community and practitioner representatives.

[There is a current slate of nine members and two *ex officio* members: the Principal Investigator and Co-Manager].

Meetings: There will be at least one face to face meeting per year (two in the start-up year, 2012-2013), and up to three times per year by teleconference.

Decision-Making: The Steering Committee has agreed to operate on a consensus basis. If issues of contention arise within the committee, a vote may be held *of the present members* to reach decisions of importance. A record of decision will be kept (also may be called minutes) in order document decisions of importance that are made at each meeting.

If a dispute arises regarding the project approval process between the secretariat and a research hub, the Steering Committee may be requested to establish a three person panel to resolve the dispute in a timely manner.

External Representation: The Steering Committee may be called upon to communicate to external bodies (such as SSHRC or the Government of Canada) in strategic, policy or administrative matters on behalf of the CFICE project.