

Centre for Studies on Poverty and Social Citizenship
School of Social Work
Carleton University
Terms of Reference

I.	Mission Statement.....	3
1.	Mission.....	3
2.	Goal.....	3
3.	Objectives	3
4.	Commitment to Reconciliation.....	4
II.	Organization of the Centre	4
1.	Advisory Board.....	4
A.	Composition.....	4
B.	Role of Advisory Board Members	5
C.	Terms of Office for Advisory Board Members.....	5
D.	Election of New Members	6
E.	Procedures.....	6
F.	Frequency of Meetings.....	6
G.	Rules of Order.....	6
H.	Quorum	6
I.	Decisions.....	7
2.	Organizing Committee.....	7
A.	Composition.....	7
B.	Role of Organizing Committee Members	7
C.	Procedures.....	8
D.	Frequency of Meetings.....	8
3.	CSPSC Chair.....	8
A.	Role of the CSPSC Chair.....	8
B.	Term of Office	8
C.	Appointment	8
4.	Affiliated Researchers.....	9
5.	Staffing.....	9

III. Requests for CSPSC Support	9
6. Internal Requests.....	9
A. Eligibility Requirements for Internal Support Requests	9
B. Submitting Internal Requests	9
C. Selection and Approval Process.....	10
D. Responsibilities and Expectations of Affiliated Researchers.....	11
E. Role of CSPSC in supporting Affiliated Researchers:.....	11
7. External Requests.....	11
APPENDIX A: Internal CSPSC Project Support Questionnaire	13
APPENDIX B: Position Description for CSPSC Centre Coordinator/Administrative Support.....	15
APPENDIX C: Formulation of Requested Time for CSPSC Project Support.....	18

I. Mission Statement

1. Mission

The mission of the Centre for Studies on Poverty and Social Citizenship (CSPSC) is to support the School of Social Work to generate critical and innovative knowledge about inequality and social exclusion that can be used to inform social work education, policy and practice. We understand that poverty disproportionately impacts marginalized communities including, but not limited to racialized and Indigenous communities. CSPSC's work is aimed at ensuring a basic standard of social justice, community engagement and social citizenship for all.

2. Goal

The overall goal of CSPSC is to conduct and support high quality research and knowledge mobilization on both policy and practice related to poverty, and social citizenship.

3. Objectives

The main objectives of the Centre include:

1. Primarily, to support and promote research conducted within the Carleton School of Social Work (SSW) relating to matters of poverty and social citizenship
2. To partner with external faculty, researchers and non-profit devoted to promoting poverty reduction and social citizenship through research and outreach activities including presentations, workshops, forums and other educational events
3. To provide research opportunities for social work students interested in poverty reduction and social citizenship by creating research assistant positions and/or by supporting SSW student research through student participation in conferences, workshops, and written/published work
4. To support new, ongoing and innovative research work in the Carleton School of Social Work (SSW)

4. Commitment to Reconciliation

CSPSC recognizes the cultural genocide committed against Indigenous people in Canada, and the historical violence and oppression that was committed through the process of colonization globally.

CSPSC regards colonization as a as a far-reaching source of systemic and cyclical poverty and acknowledges the role that social workers in Canada played as agents of colonization, specifically in the area of child welfare and the 60s scoop.

CSPSC supports and upholds the Truth and Reconciliation Commission of Canada's (TRC) and the National Inquiry into Missing and Murdered Indigenous Women and Girls respective Call(s) to Action.

In this commitment to reconciliation and social justice, CSPSC will prioritize supporting research projects led by Indigenous researchers. In order to promote Indigenous voices in the social work research space, CSPSC will mobilize its resources towards project requests that promote Indigenous leadership as well as Indigenous knowledge, perspectives, and histories while aligning with CSPSC's mission.

II. Organization of the Centre

1. Advisory Board

The CSPSC Advisory Board offers strategic advice and leadership for CSPSC, as well as oversight for CSPSC's financial activities. The Advisory Board comprises a cross section of members from SSW, external Carleton University departments and non-profit organizations/initiatives. Advisory Board members should express or display a unique interest in supporting the CSPSC mission and addressing poverty in Canada.

A. Composition

The membership of the Advisory Board includes:

1. The CSPSC Chair
2. The Director of the School of Social Work
3. The FPA (Faculty of Public Affairs) Associate Dean of Research (Ex Officio)
4. At least two additional full time SSW faculty members
5. SSW School Administrator

6. One or two full time faculty members from other departments within Carleton University or other universities
7. At least one member representing community social work/social welfare organizations from within the Ottawa Region
8. One or two Social Work Students

The CSPSC Centre Coordinator is also invited to attend meetings as a non-voting member.

B. Role of Advisory Board Members

CSPSC Advisory Board Members are responsible for the following:

- Attend regular Advisory Board meetings,
- Vote on the Advisory Board Membership
- Advise on the overall strategy and direction of CSPSC
- Provide financial oversight; this includes evaluating the financial health and sustainability of CSPSC's operating funds
- Consider recommendations and offer advice on a broad range of issues relevant to the CSPSC, including research activities and special events
- Advise on grant opportunities or donor identification, including identifying opportunities most relevant to CSPSC and its researchers
- Support connection-building with the broader social service, social justice and poverty reduction/anti-poverty community, in regard to building awareness and partnership opportunities
- When requested by Chair or Advisory Board, act as a spokesperson on behalf of the CSPSC, which could include being featured on the CSPSC website and in other communication as an Advisory Board Member.

C. Terms of Office for Advisory Board Members

The term of office for all Advisory Board Members shall be 2 years, according to the academic year. Committee members may be re-elected, with no limit of committee membership renewal. SSW Faculty members on the Advisory Board are not re-elected formally, as they renew or stop

their membership during SSW Faculty meetings at the beginning of the scholastic year. Membership on the Board is in a volunteer capacity and CSPSC does not generally pay for work or expenses in this capacity.

D. Election of New Members

CSPSC membership from the SSW Faculty will be determined and confirmed during SSW Faculty meetings at the beginning of the scholastic year. Other members, including student members, community members, and other members external to the SSW faculty, will be decided by a formal vote.

If there is a vacancy on the Advisory Board, the CSPSC Chair will invite nominations for the position. Alternatively, if there is an unsolicited request from an individual to join the Advisory Board, the Chair may accept the nomination from this individual. The candidate(s) will be asked to submit a letter of interest addressed to the Advisory Board. The Committee members will then vote by majority (50% plus 1) to approve or reject each candidacy.

E. Procedures

Meetings are held at the call of the CSPSC Chair. Minutes of all meetings will be recorded and filed in the CSPSC office.

F. Frequency of Meetings

The Advisory Committee of the Centre will hold a minimum of two meetings during the academic year.

G. Rules of Order

Advisory Board meetings will be governed by Robert's Rules of Order (Robert, 2011).

H. Quorum

Quorum for each meeting will consist of a minimum of five members, including the Chair.

I. Decisions

Ideally, while most decisions will be made during the Advisory Board meetings, if needed, decisions could be made during a teleconference or via email communication.

Efforts will be made to reach decisions through consensus. If this cannot be achieved, decisions will be made through a simple majority vote of members present, when quorum is achieved (i.e. 50% plus 1).

2. Organizing Committee

The CSPSC Organizing Committee is responsible for the implementation of the Centre's objectives and planning the Centre's yearly activities; this includes the reviewing and selecting project support requests. The organizing committee may request submissions or receive unsolicited submissions from both internal researchers and external partners.

A. Composition

Composition of the CSPSC Organizing Committee:

1. CSPSC Chair
2. A minimum of two full time SSW faculty members from the CSPSC Advisory Board
3. A minimum of two other members from the CSPSC Advisory Board

The CSPSC Centre Coordinator is invited to attend meetings as a non-voting member

B. Role of Organizing Committee Members

CSPSC Organizing Committee Members are responsible for the following:

- Attend regular Organizing Committee meetings,
- Review and respond to *internal* requests for CSPSC support for research projects
- Review and respond to *internal* requests for CSPSC support for partnerships and outreach activities, including special events

- Review and respond to *external* requests for CSPSC partnerships on research projects
- Review and respond to *external* requests for CSPSC support for other partnerships and/or outreach activities, including special events
- Set CSPSC priorities on an ongoing basis, including the CSPSC Centre Coordinator's work activities

C. Procedures

Meetings are held at the call of the CSPSC Chair. Minutes of all meetings will be recorded and filed in the CSPSC office.

D. Frequency of Meetings

The Organizing Committee of the Centre will hold a minimum of five meetings during the academic year.

3. CSPSC Chair

A. Role of the CSPSC Chair

The Chair of CSPSC:

1. Calls and presides over meetings of the Advisory Board
2. Calls and presides over meetings of the Organizing Committee
3. Acts as CSPSC's main representative
4. Supervises CSPSC's Centre Coordinator
5. Oversees internal administration of CSPSC

B. Term of Office

The CSPSC Chair will normally serve for two years, with the possibility for renewal.

C. Appointment

The CSPSC Chair of the Board is appointed by the Director of the SSW.

4. Affiliated Researchers

An Affiliated Researcher is any researcher whose work is directly supported or promoted by CSPSC. This may include graduate students who simply wish to be showcased on the CSPSC website and other CSPSC communications.

5. Staffing

The Centre will be staffed by at least one Centre Coordinator who will report to the Chair of the Centre. (See position description in Appendix A)

III. Requests for CSPSC Support

6. Internal Requests

The CSPSC Chair and the Organizing Committee will invite and receive written requests for administrative and coordinating support from the SSW community including SSW faculty, instructors and/or students.

Written requests can include a project that has already received confirmation of funding and needs mostly administrative support. Faculty that are submitting requests may also include requests for projects that have not yet been granted funding and are in need of grant application support.

A written request may also include support for a special event or partnership.

A. Eligibility Requirements for Internal Support Requests

All requests for support submitted to the Organizing Committee should meet these requirements:

- Include a Social Work faculty member in the Principal Investigator , Co-lead or organizing role
- Aligns with CSPSC's mission statement

B. Submitting Internal Requests

Internal requests for project support should include a description of the project or descriptive documentation previously prepared for the project, such as a successful grant application. Applicants should also fill out an Internal Project Support Questionnaire and the Requested Time form. These help the Organizing Committee to evaluate each project according

to CSPSC's priority areas, and assess whether supporting the given research project will be logistically possible.

C. Selection and Approval Process

The Chair will call a meeting to review written requests for CSPSC support. Written requests for research will be circulated to members of the Organizing Committee at least five days prior to an Organizing Committee Meeting.

During this meeting, Organizing Committee Members will review all eligible support requests together. Firstly, they will determine the appropriateness of the request in terms of its consistency with the CSPSC Mission Statement. If there is more than one request to consider, CSPSC will use the priority areas for CSPSC Research to rank each request. Those requests that rank the highest will be prioritized and will be granted the full requested support of CSPSC.

If there is still a portion of the CSPSC Centre Coordinator's time that is available to support additional research, other projects may be offered partial support in relation to their initial request.

CSPSC support will be reviewed and rotate on a regular basis, in service of equitably distributing support for SSW faculty.

Research Priorities for CSPSC Research (Reviewed each cycle)

CSPSC will prioritize supporting research projects that:

- Are led by Indigenous researchers and/or focused specifically on Indigenous issues
- Include Junior Faculty in a Principal Investigator or co-lead role
- Include more than 1 SSW faculty member
- Involves at least 1 student from the SSW, either as a hired Research Assistant, for credit, or for a formal internship with significant training opportunities
- Focus on marginalized communities
- Represent a collaboration with community members or a community-based organization

D. Responsibilities and Expectations of Affiliated Researchers

Researchers that receive support from CSPSC are expected to:

- Regularly update the CSPSC Centre Coordinator on the status of their project
- Update the Centre Coordinator as to any upcoming presentations relating to their project, be it presented by themselves or any other member of the research team
- Update the Centre Coordinator as to any upcoming releases of publications relating to their project, be it written by themselves or any other member of the research team
- Acknowledge the support of CSPSC throughout any knowledge mobilization activities including presentations or publications relating to the project
- Where appropriate, include the CSPSC branding in research products, including final reports or PowerPoint presentation slides
- Be featured on the CSPSC website

E. Role of CSPSC in supporting Affiliated Researchers:

The CSPSC will promote the work of Affiliated Researchers through the CSPSC website and any other communication products developed through a general communications plan for CSPSC. CSPSC staff can also support Affiliated Researchers through:

- Event planning
- Financial administration for research projects
- Support for grant application and ethics applications
- Human resources support
- Managing research project websites or other project communication

* For a full list of potential support areas, refer to Appendix C

7. External Requests

Updated January 22, 2020

The CSPSC Chair and the Organizing Committee will also invite and receive external requests for partnerships on research projects or special projects, including outreach activities.

External Requests can be submitted through the CSPSC website or via email to the CSPSC Chair and/or Centre Coordinator. Once a more detailed description of the potential project or partnership is established, the Organizing Committee will review these requests and create a potential partnership plan and/or refer the given individual or organization to an Affiliated Researcher or SSW faculty member.

APPENDIX A

Internal CSPSC Project Support Questionnaire

This is a request for support relating to a:

- Research Project Special Event/ Partnership

Name of Project: _____

Is your project led by Indigenous researchers and/or focused specifically on Indigenous issues?

- Yes No

How many SSW Faculty are associated with your project? Please list each faculty member and their role in the project.

- 1. Name: _____ Role: _____
- 2. Name: _____ Role: _____
- 3. Name: _____ Role: _____
- 4. Name: _____ Role: _____

Does your project include Junior Faculty members as Principal Investigator or in a co-lead role?

- Yes No

How many SSW students will be associated with your project?

- Undergraduate: _____
 Graduate: _____

If yes, describe the role this/these student(s) will take on within the project:

Does your project focus on marginalized communities?

- Yes No

If yes, describe the community/communities your project is focusing on?

Does your project represent a collaboration with community members or a community-based organization?

Yes No

If yes, describe briefly below:

Are you seeking to host external guests/speakers?

Yes No

If yes, please list below:

1. Name: _____ Affiliation: _____
2. Name: _____ Affiliation: _____
3. Name: _____ Affiliation: _____
4. Name: _____ Affiliation: _____

Is your project short term or long term?

Short terms (< 4 months)
 Long term (4-months plus)

Specify length: _____

Has your project already been approved for funding?

Yes
 No

*If yes, please attach the approved application; if no, please attach a short description of your project

APPENDIX B

Position Description for CSPSC Centre Coordinator/Administrative Support

Job Title: Centre Coordinator/Administrative Support

Hours: Minimum of 25 hours per week*

(*Note: Upon agreement, the Centre Coordinator/Administrative Support may work additional hours for increased project support. This would entail researchers committing part of their research funds towards paying these additional work hours, commensurate to the Centre Coordinator/Administrative Support's regular hourly work wage.)

Position Summary

The Centre Coordinator/Administrative Support is responsible for the day-to-day operation and administration of the Centre for Studies on Poverty and Social Citizenship (CSPSC). They are responsible for responding to general inquiries and questions; performing general administrative tasks; managing the CSPSC website and other CSPSC communications; and under the supervision of the CSPSC Chair, managing CSPSC operating and research project finances, including managing the procurement of goods and services, tracking expenditures, maintaining financial records and assisting in budgetary planning. They coordinate and plan educational events, including special lectures and panel discussions, and other CSPSC outreach activities. They act as an assistant to the CSPSC Chair, and also support the activities of the CSPSC Advisory Board and Organizing Committee. The Centre Coordinator/Administrative Support is supervised by and reports to the CSPSC Chair.

The Centre Coordinator/Administrative Support provides assistance to all CSPSC Affiliated Researchers and CSPSC projects, as approved by the CSPSC Organizing Committee. They assist in preparing/reviewing grant applications; support the submission of ethics proposals and accompanying documentation; manage research data/databases; support the submission of research reports and publications; performs other duties as assigned. They also support the recruitment of CSPSC research assistants and community researchers.

Duties and Responsibilities:

- Acts as a first point of contact for inquiries to CSPSC, responding to email, mail, telephone or in-person inquiries, and when needed transfers inquiries to the CSPSC Chair or other appropriate person;
- Manages the CSPSC website including the creation of content;
- Coordinates other communications and promotions related to CSPSC;
- Coordinates and supports regular Advisory Board and Organizing Committee meetings, and where appropriate, project-focused meetings, including taking meeting minutes;
- Coordinates and plans CSPSC's educational and outreach events, including special lectures, panel discussions, forums, etc.;
- Assists in the budgetary planning for CSPSC operating funds and CSPSC projects;
- Tracks CSPSC operating and project expenditures, and maintains accurate financial records;
- Liaises with Carleton's Finance Office, Business Office, Payroll, Facilities Management and Planning, University Services and other offices on campus on matters relating to finances;
- In collaboration with CSPSC Chair and/or Affiliated Researchers, compiles data/statistics and content for required yearly/quarterly reports for funders, collaborators and internal Carleton departments, on the status of CSPSC and/or its projects;
- Manages the procurement of goods and services for CSPSC and CSPSC projects, tracking purchases processing invoices/billing for services, and submitting reimbursements for individuals;
- Where appropriate, assists in the coordination of researcher and guest travel
- Manages digital and physical records for CSPSC including research data;
- Assists in the recruitment and employment of project research assistants, participating in the on-boarding of new research assistants

Updated January 22, 2020

- Processes pay for CSPSC research assistants through the Graduate Requisition System or through appropriate HR documentation;
- Assists in the submission of grant proposals, including developing project budgets and/or data management plans, etc.;
- Reviews submissions of Ethics Applications and Change of Protocols, and supports the submission of Ethics Protocol changes;
- Coordinates branding and design of research products or other CSPSC outputs with Carleton Design Services;
- Supports the preparation of final research report, as well as scholarly submissions;
- Liaises with MacOdrum Library staff to promote CSPSC publications, and to consult on data management, including use of research software;
- Updates the procedures manual for the position of Centre Coordinator/Administrative Support;
- Performs other duties as assigned

APPENDIX C

Formulation of Requested Time for CSPSC Project Support

Requested hours should reflect the scale of a project: consider quantity of researchers, size of datasets and scale of events when completing this form.

*Note: Hours for project support are subject to review as a project progresses and demands of the research evolve.

ⓧ Activity	Suggested min. amount of Hours*	Requested Amount of Hours
Pre-award		
<input type="radio"/> Creation/review of tables, graphs, budgets or data management plan for grant application	3	
<input type="radio"/> Review of full grant proposal	3	
General Coordination		
<input type="radio"/> Regular Meetings and notetaking for meetings	9 <small>*(based on 6 meetings)</small>	
<input type="radio"/> Creating of and/or tracking work plan for project	5	
Research Data and Protocols		
<input type="radio"/> Review of Ethics Applications and Change of Protocols, and accompanying documentation (consent form, interview guide, etc.)	2	
<input type="radio"/> Creating, managing, supporting use of electronic research databases	15	
<input type="radio"/> Organizing and storing hard copies of data	4	
<input type="radio"/> Preparing research supplies (print or other)	10	

Finances		
<input type="radio"/> Filing expense claims and travel advances	5	
<input type="radio"/> Bookkeeping for project accounts	10	
<input type="radio"/> Producing financial reports to funders	4	
<input type="radio"/> Placing orders or processing invoices/billing for project equipment/supplies and/or needed services	4	
Human Resources		
<input type="radio"/> Assisting with recruiting and liaising with research assistants	10	
<input type="radio"/> Processing pay for CSPSC research assistants (graduate, undergraduate, community)	5	
Communications/Post-award		
<input type="radio"/> Working with Design Services to create branded products and other publication-related activities (website, library, licensing. etc)	5	
<input type="radio"/> Supporting the drafting and submission of final research report plus scholarly submissions	5	
<input type="radio"/> Managing project website	8	
<input type="radio"/> Assists in compiling final report for funders	4	
<input type="radio"/> Event planning	15	

Other			
<input type="radio"/> Describe:			
TOTAL REQUESTED	*Based on the suggested amount of hours for each component of research support, the suggested total hours per research project is 125 hours/ year; this make for an average of approximately 10 hours per month.	TOTAL PER YEAR	
		Per month	