



## RESEARCH ADVISORY COMMITTEE

### TERMS OF REFERENCE

#### General Guidelines

1. All Committee Chairs and members shall be appointed by the President on behalf of the Board of Directors and shall report to the Board of Directors.  
Members of Committees shall be appointed after consultation with the respective Committee Chairs and the officers of the Society.
  - 1.1. All Committee Chairs may appoint non-members of the Society to sit on Committees as required, with approval from the Board.
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  - 2.1. Appointments shall normally be for a 3-year term, subject to annual review. Members may be asked to serve additional 1-year terms.
  - 2.2. The past Chair may serve 1 further year, if required.
  - 2.3. The bilingual nature of the Society should be reflected in Committee membership.
  - 2.4. Committee members should represent the four regions of Canada: Western, Ontario, Quebec and Atlantic, unless otherwise specified.
  - 2.5. Resident members shall be appointed to each Committee by the President when appropriate.
3. The Director of the Head Office or delegate shall serve on Committees as a staff resource.
4. Committee Chairs shall prepare regular short reports highlighting the activities of their committees. These reports shall be submitted to the Board as required and at least once per year. In addition, committee minutes shall be prepared immediately following committee meetings and these will also be forwarded to the Board. The Chair or other members of the Committee may be requested to attend meetings of the Board to present reports in person. Allowances for such attendance shall be paid as outlined in Reimbursement Policy approved by CAS Board October 2007.
5. The Chair of each Committee shall submit a budget to the Treasurer, for Board approval, before any expenditure may be authorized.
6. It is recognized that the functions of the Standing Committees will change from time to time. These guidelines indicate the basic Committee duties. Committees, except where restricted by By-law, are encouraged, with Board approval, to expand their activities and to accept new responsibilities.

· *Rules and Regulations for New CAS Standing Committees (Section B) - approved by CAS Board June 1999;*

· *Subsequent revisions by CAS Executive - approved by CAS Board January 2000;*

· *Rules and Regulations supporting new CAS committee structure approved by members at June 2000 ABM;*

· *Rules and Regulations supporting Committee Structure to be part of all committee Terms of Reference approved by CAS Board June 2009.*

#### Research Advisory Committee

<b>1.</b>	<b>The Research Advisory Committee shall be responsible for:</b>	
	<b>1.1</b>	Advising the Board on the promotion of anesthesia research in Canada;
	<b>1.2</b>	Adjudicating such competitions and administering such research programs as are established by the Board;
	<b>1.3</b>	Overseeing the administration of all awards, fellowships and grants offered by the Society for research activities.
	<b>1.4</b>	Maintaining a watching brief on medical research in Canada to ensure that the Society remains responsive to trends and initiatives as they develop.

<b>2.</b>	<b>Membership of the Committee</b>	
	<b>2.1</b>	The Research Advisory Committee shall comprise of: A Chair; Vice Chair; The Editor, Canadian Journal of Anesthesia, or delegate (who is a member of the CJA Editorial Board); The Chair of the Annual Meeting Committee or delegate; At least one representative from each Canadian University Department of Anesthesia.
<b>3.</b>	<b>Chair of the Committee</b>	
	<b>3.1</b>	The Research Advisory Committee Chair is a Member of the CARF Board of Directors.
	<b>3.2</b>	The Chair establishes the Grant Standing Subcommittee as per the Terms of Reference for the Subcommittee.
<b>4.</b>	<b>Term of Office</b>	
	<b>4.1</b>	The term for Chair is normally three (3) years. An individual may serve a subsequent term.
	<b>4.2</b>	The term for Committee Members is three (3) years. Members may be asked to serve additional terms.
<b>5.</b>	<b>Meetings</b>	
	<b>5.1</b>	The full committee shall meet once a year in conjunction with the CAS Annual Meeting.
	<b>5.2</b>	The Grant Standing Subcommittee shall meet annually to adjudicate the awards.

*Approved by the CAS Board of Directors at its meeting of June 28, 2011.*

Staff liaison: **Randa Fares**