



ADVISORY COMMITTEE, Terms of Reference

MANDATE:

The Advisory Committee provides advice and support to The Centre for Gender, Mental Health and Violence Across The Lifespan (“The Centre”) regarding:

- Evaluating the program of collaboration
- Monitoring the progress of each theme area
- Evaluating the effectiveness of communications
- Resolving disagreements
- Allocating funds for secondary data analyses

MEMBERSHIP AND REPORTING STRUCTURE:

The Committee was invited to participate and appointed by the co-principal investigators. It is composed of 12 members plus a chairperson, as follows:

- Dr. Simon Davidson, MHCC, Chair
- Dr. Taylor Alexander, Canadian Mental Health Association
- Ms. Marie DesMeules, Public Health Agency of Canada
- Mr. Peter Dudding, Child Welfare League of Canada
- Dr. Marilyn Ford-Gilboe, University of Western Ontario
- Dr. Gene Feder, Advisor, UK Department of Health
- Dr. Jitender Sareen, University of Manitoba
- Dr. Lil Tonmyr, Public Health Agency of Canada
- Dr. Kathy Hegadoren, University of Alberta
- Two trainee representatives: Natalia Diaz-Granados and one to be determined
- Dr. Harriet MacMillan and one other co-principal investigator in ex-officio positions

Figure 1 shows the reporting structure.

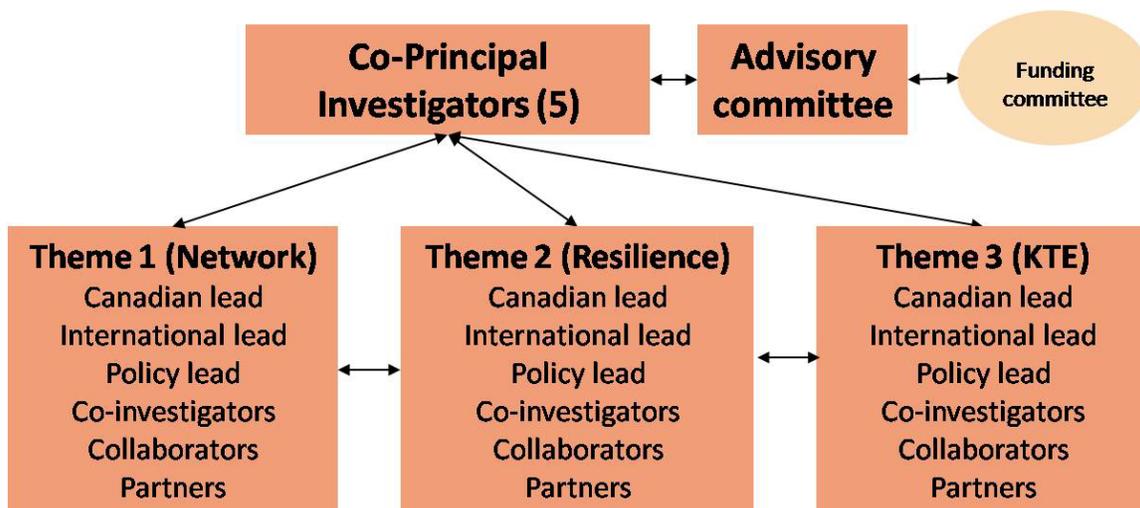


Figure 1.

TERMS:

Members will serve for the five years of the Centre's funding term, with the following exceptions. The second co-principal investigator will rotate on an annual basis. Trainees will serve for at least two years. If there is a need to select a replacement for a member, this will be determined through suggestions sought from all the Centre members, and voted on by the Advisory Committee.

MEETINGS:

Meetings will be held at the call of the chair at least four times per year. If a member is unable to attend, he/she will assume responsibility for updates on the activities and decisions of the Committee. Seven (7) members will be required to attend for a meeting to proceed. Centre members outside of the Advisory Committee will not participate in meetings, except as needed for specific agenda items.

DECISION-MAKING:

The Advisory Committee is expected to operate by consensus. However, should a more formal conduct be desired, the Robert's rule of order shall prevail.

POWERS:

The Advisory Committee may, if deemed appropriate, create subcommittees and working groups to achieve its mandate.

CONFLICT OF INTEREST:

On occasion, one or more committee members may find themselves in either a real or apparent conflict of interest between their professional responsibilities and the position of the Advisory Committee. In those circumstances, members can discuss the issue with the chair, register their conflict in the minutes, or abstain from the discussions relating to the issue in question.

CONFIDENTIALITY:

Every Advisory Committee member shall respect the confidentiality of matters brought before the Committee, however, it will generally be assumed that issues discussed will not be confidential unless identified as such.

COMPENSATION:

Service as an Advisory Committee member is voluntary. Members will be reimbursed for expenses incurred to attend meetings as per the McMaster University Travel Reimbursement Policy.

FORMAL REVIEW OF TERMS OF REFERENCE:

The Terms of Reference shall be reviewed annually.

