



## **Committee Terms of Reference**

**Established 2011; Revised January 2020**

### **Name:**

Research and Knowledge Transference Committee

### **Members:**

- The Committee is made up of a Chairperson appointed by the Board of Directors (a member of the Board of Directors) and up to 5 committee members, supported by the CDAA Executive Director as a non-voting member.
- The optimum term on the committee is 2 years
- Committee membership should strive to have an equal balance of representation from across the country.

First preference for membership in this committee will be given to current serving members of CDAA's Board of Directors with a minimum of two Board Members, including the Chairperson. If there are positions still available beyond the minimum of two Board Members, any individuals from outside of the Board of Directors or from the current committee membership expressing an interest in fulfilling a new or continued mandate, must submit to the Executive Director of CDAA a letter of introduction indicating their preferred mandate duration, along with a current resume or biography. The Executive Director will take all applications to the CDAA Board of Directors for consideration.

### **Goals:**

To provide technical advice and guidance on CDAA research projects as well as any knowledge transference projects as assigned to it by the Board of Directors. The Board of Directors may, subject to specifically established guidelines it develops, ask the Committee to review the quality of articles and research CDAA produces or releases. Members of the Committee can serve as an information resource for research contractors and staff.

### **Deliverables**

The Committee Chair is expected to provide a update at Board of Directors meetings as required and produce an annual report as required.



## **Authority**

The Committee will make recommendations to the Board of Directors. It will not direct staff or contractors, direct priorities for CDAA or act beyond any specific instruction given to it by the Board of Directors.

## **Resources and Budget**

The CDAA BOD will assign resources as needed, annually.

## **Governance**

In as much as possible, the Committee will strive towards acquiring a consensus for recommendations to the Board of Directors. The Committee is a standing committee of CDAA's, reporting to the Board of Directors. The consensus derived from meetings will be reported to the CDAA Board of Directors. In the event that no consensus can be achieved on a deliberated matter, the issue will be referred back to the Board of Directors.

## **Additional Notes**

- 5-8 meetings will be conducted annually via conference call with occasional email communication or in person if directed by the Board of Directors.
- Where there is shared information, such as plans and contact information, this information will be stored at CDAA's national office.
- The Committee Chair will take responsibility for reporting back to the Committee and for communicating back to the CDAA's Board (see Deliverables).
- The Executive Director will assume information circulation.
- Committee members should ideally have an interest and knowledge in dental assisting research and education.