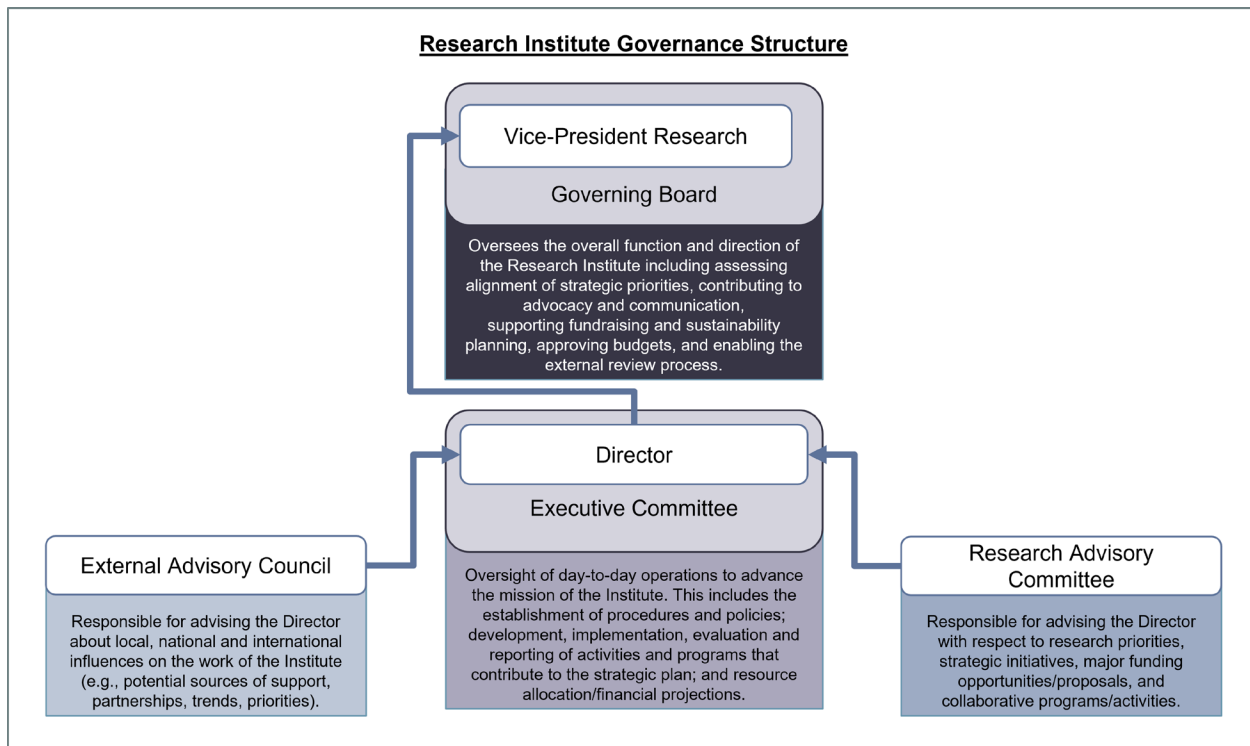


Western Research Institute Executive Committee Terms of Reference Guideline

Western Research Institutes are required to have an Executive Committee (EXEC), a Research Advisory Committee (RAC), and an External Advisory Council (EAC) as components of their core governance structure (see diagram below).



In this document, you will find terms of reference guidelines that include information about the mandate, composition, and processes for the EXEC. The Director of each Western Research Institute uses these guidelines to develop unique terms of reference that reflect the needs of the community they serve.

Support in establishing these core structures is available by contacting the Director of Western Research Institutes. Visit <https://www.uwo.ca/research/about/directory/index.html> for contact details.

Executive Committee (EXEC)

Mandate

The EXEC is responsible for providing leadership support and advice regarding day-to-day operations that advance the mission of the Institute.

This includes:

- contributing to the development and implementation of a strategic plan and Institute specific policies and procedures that foster interdisciplinary research, build on the strengths of current members and resources, and promote outreach, multi-sectoral partnerships and globalization;
- helping to determine and secure the necessary experts and resources to effectively implement Institute programs and activities that advance the strategic priorities;
- enabling the effective evaluation of Institute programs and activities as well as reporting accomplishments to the Governing Board via the Vice-President Research;
- informing budget development and financial projections to be put forward to the Vice-President Research by the Director;
- working with the Governing Board/Vice-President Research with regards to recruitment and sustainability planning; and
- accomplishing any other Institute work requested by the Director and/or the Governing Board/Vice-President Research.

Composition

The EXEC will normally include **two to five** members at any given time depending on the size and breadth of the Institute. To the greatest extent possible, membership will be diverse in terms of expertise, home Faculty, gender, culture, and sector.

- The **Director** of the Research Institute will serve as **chair**. In accordance with Western University's Manual of Administrative Policies and Procedures (MAPP), policy 7.9 section 2.01 (June 26, 2014), the Provost/Vice-President (Academic) will appoint the Director based on the recommendation of the Vice-President (Research)/Selection Committee to serve a **three to five-year term** that is renewable once. A representative of the EXEC, selected by the EXEC, will act on behalf of the Director when the Director is not available. The Director will hold a Western Research Chair (Leadership) and will receive associated remuneration.
- One to three **Associate Director(s)** will be appointed by the Vice-President (Research) in consultation with the Governing Board based on the recommendation of the Director (refer to MAPP 7.9 for the grassroots nomination process). They will serve a **one to three-year term** that is renewable once. Associate Directors will receive a research allowance.
- **Members at large** may be appointed by the Director to serve a **one to three-year term** that is renewable once. Members at large will not be remunerated.

To maintain continuity, appointments will be staggered so that only one-third of members will be considered for replacement or re-appointment each year. The Research Institute Administrative Officer is a non-voting, ex-officio member of the EXEC. Both the Director and the Administrative Officer work closely with the Director of Western Research Institutes with respect to oversight, policies and procedures, strategic planning, budget development, sustainability, etc.

Meetings & Decision Making

The EXEC will meet at least once monthly in person and/or virtually. The Director may call additional meetings, re-schedule or cancel meetings as needed/required. Formal minutes will not be taken, but summary of discussion points and action items will be compiled by the Administrative Office to guide the work of the EXEC and administrative team (made available to the Vice-President (Research) and/or the Director of Western Research Institutes upon request). On all matters relating to the Institute and its function, the EXEC advises and supports the performance of the Director who reports to the Vice-President (Research). The EXEC will strive to operate by consensus where each member, including the Chair, may contribute to the consensus-making process. The exact distribution of responsibilities and portfolios would be defined by the Director.

Conflict of Interest

Members are: (a) required to disclose any conflict or potential conflict, and (b) prohibited from discussing/voting on any matter in which there is a conflict. Potential conflicts of interest should be disclosed prior to meetings and/or prior to discussion of the specific issue in conflict. Members in conflict will normally be expected to leave the meeting while the issue is discussed.

Evaluation and Revision of the Terms of Reference

EXEC terms of reference and membership shall be reviewed annually by the Vice-President Research with the Governing Board to ensure adequate adherence to Western Institute requirements. The current terms were drafted March 2022. Institute specific terms must be approved by the Vice-President Research.