



COLLEGE AND ASSOCIATION OF NURSES of the Northwest Territories and Nunavut

Research Committee

Terms of Reference

The Research Committee is a Committee established by the *Nursing Professions Act, SNWT 2023, s25* (the “Act”) and the *Nursing Professions Act, SNU 2023, c20* (the “Nunavut Act”) and in accordance with the College and Association of Nurses of the Northwest Territories and Nunavut (CANNN) (the “College”) bylaw 4.

Purpose

The purpose of the Research Committee (the “Committee”) is to bring forward possible research questions that impact the practice of nursing in the Northwest Territories and Nunavut, and be involved in the process of research design, planning, data collection, analysis and interpretation. The Research committee may contribute their research to journals or other forms of literature for the purpose of advancing nursing research.

Authority and Decision Making

The Chair of the Committee reports to the Chief Executive Officer of CANNN. The Committee meets on a quarterly or ad hoc basis to work on research projects that are underway at that time.

Committee Membership Structure

The College shall establish a Research Committee composed of all the following persons appointed by the Board in accordance with the requirements of the *Act* and the *Nunavut Act* and the bylaws made thereunder:

- No more than nine registrants selected by the Board of Directors;

Chairperson:

- The Committee members shall designate one of its members as Chairperson
- Conducts the business of the meeting
- Provides input for the agenda prior to the meeting and submits an Annual Report to the Board

Chief Executive Officer:

- Coordinates and plans meetings
- Provides the meeting agenda
- Records and provides meeting minutes
- Provides information to the Committee related to the research project
- Maintains confidential minutes/documentation at the CANNN office

Staff at CANNN may participate in the research committee should it pertain to their work and they meet the criteria for membership.

Criteria for Committee Membership

For a registrant of the College to be eligible for Committee membership, the member must hold a license in good standing with the College at the time of the initial appointment and at the time of any reappointment.

Members of the College whose licenses expire while serving on the Committee, who do not renew those licenses, remain eligible to serve on the Committee until the expiry of their term.

The CEO and any participating staff are eligible voting members of the committee.

All potential members must submit an application along with two letters of reference which will be reviewed and considered by the Board.

The Board appoints members of the Committee based on interest, ability, and availability.

Duration of Term and Eligibility for Reappointment

Committee members are appointed for a term of three years.

At the end of a term, a Committee member may be:

- Reappointed for three years; or,
- Discontinued.

If a Committee member who is a registrant of the College has a complaint filed against them, they shall recuse their membership on the Committee unless the Chairperson determines otherwise.

Quorum

A quorum of the Committee shall consist of 50% + 1 Committee member and may include the Chairperson.

All decisions require the vote of the majority of the Committee members in attendance

Meetings:

- Meetings will be conducted quarterly or as required by the CEO/Chair
- Attendance may be in person or via Microsoft Teams

- Urgent matters may be dealt with via email and/or telephone in a confidential manner
- Information regarding scheduled meetings to be provided no less than one week prior to meeting
- Any decisions made by the committee outside of regularly scheduled meetings will be documented in the minutes of the next meeting

First Issued:

Approved by: Megan Wood

To be Reviewed: Annually

Responsible Department: CANNN