



Terms of Reference
SEARCH NETWORK COMMITTEE
- by SEARCHers for SEARCHers

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Terms of Reference

SEARCH Network Committee

- by *SEARCHers for SEARCHers*

SEARCH NETWORK

Goals and Purpose of the SEARCH Network

The two key goals of the SEARCH Network, (herein after described as the Network), are to:

- a) support and enhance the health of Albertans using information as the basis for decision; and
- b) sustain SEARCH participant capacity to contribute to research and evidence based practice over time.

The purpose of the Network is to:

- a) To foster cooperation and collaboration among SEARCHers (present or past SEARCH Classic participants)
- b) To build a fellowship of SEARCHers throughout Alberta
- c) To facilitate the sharing of knowledge, skills and experience
- d) To strengthen supportive relationships and formalize the Network
- e) To enhance knowledge and skills through educational opportunities
- f) To provide and receive updates on the research activities of SEARCHers.

SEARCH Network Membership

There are two categories of network membership:

- a) The “core Network” includes current and previous SEARCH Classic participants and faculty members.
- b) The “extended Network” includes additional individuals with a connection to SEARCH Canada (broadly interpreted, not formally defined).

SEARCH NETWORK COMMITTEE

Purpose

1. The purpose of the SEARCH Network Committee, (herein after described as the Committee), is to *engage and activate the core Network* to achieve the overall goals of the Network. To achieve this purpose, the Committee will
 - generate enthusiasm to stay involved in the Network;
 - plan and implement activities and provide resources to support the use of the Network for the benefit of core Network members; and
 - provide guidance to SEARCH Canada on activities that link to the goals of the Network (e.g., biannual SEARCH conference and awards).
2. The focus of the Committee is on activating the core Network, although activities will not necessarily exclude the extended Network.

Scope of Authority & Accountability

1. The SEARCH Network Committee is a committee of SEARCH Canada and provides advice on the activities that will achieve the goals of the Network .
2. The Committee (established January 2004) assumed responsibility for planning and implementing the Network from the previously established SEARCH Network Working Group which operated from May 2002 to January 2004.
3. The Committee is accountable to SEARCH Canada and the core Network members.
4. The Committee adheres to the values of SEARCH Canada (i.e., excellence, innovation, cooperation, engagement, flexibility, relevance, accountability, responsiveness, inclusiveness, learning, and building on strengths).

Procedures

SEARCH Network Committee Membership

1. MEMBERS:
 - 1.1 One representative from each SEARCH Classic cohort (SEARCH I, II, III, IV, V, etc.)
 - 1.2 One representative from the core faculty
 - 1.3 Manager, SEARCH Classic
 - 1.4 Manager, Communications, SEARCH Canada
 - 1.5 Manager, SEARCH Custom
 - 1.6 SEARCH Canada CEO and Directors are ex-officio members of this committee

2. SELECTION OF MEMBERS:

- 2.1 Each cohort and the core faculty will select their representative using a process of their preference.
- 2.2 The new SEARCH cohort will choose their representative at Module 3.

3. TERM:

- 3.1 Term will be two years with an option to continue for a second term.
- 3.2 The fall meeting after the SEARCH Canada Conference will be the 'change over' meeting, where both 'old' and 'new' Committee members attend.

4. All members will have equal standing on the Committee.

5. SEARCH Canada CEO and Directors are ex-officio members of this Committee.

Working Groups

1. Working Groups may be created by the Committee as necessary to complete identified tasks.
2. Working Groups may recruit members from outside the Committee.

Decision-Making

Decisions are made by consensus.

Frequency of Meetings

1. Typically, in-person meetings are held quarterly.
2. Additional teleconference and working group meetings may be scheduled as required to complete the work identified to achieve the Network goals.

Responsibilities

Chairperson

1. Chair Committee meetings.
2. Represent the Committee at meetings and events as requested by SEARCH Canada or the Committee. This may include making presentations about the goals and activities of the Network, and /or the Committee.
3. Chair of the Committee will be selected by the Committee members using a method of their preference at the Fall meeting after the SEARCH Conference.
4. Adhere to Terms of Reference of the Committee.

Network Committee Members

1. Attend all meetings.
2. Participate and collaborate in the activities of the Committee.
3. Provide information and input as requested by the Committee.
4. Adhere to the Terms of Reference of the Committee.
5. Chair Working Groups as required.

SEARCH Canada Support

1. Secretariat support for the committee is provided by SEARCH Custom.
2. Administrative support to the Committee members is provided by SEARCH Custom.
3. Implementation of Network activities as directed by the Network Committee.
4. Fund Committee member expenses to attend quarterly meetings.
5. Support teleconference meetings.
6. Fund Network activities, as approved by the CEO of SEARCH Canada or her designate.