

BC Environmental and Occupational Health Research Network (BCEOHRN)
Board of Directors' Terms of Reference

The BCEOHRN, funded by the Michael Smith Foundation for Health Research (MSFHR), supports the community of environmental and occupational health researchers in BC. By building linkages, teams and providing support for researchers, the Network fosters a new model of province-wide collaboration and communication that will generate groundbreaking knowledge that can be used to develop policies and practices to protect human health from threats arising in the environment and the workplace.

Purpose:

The BCEOHRN Board of Directors serves as an oversight committee for the Network. It has overall responsibility for strategic planning, for maintaining fiscal responsibility, for ensuring that a management team is in place and operating effectively, and for ensuring that conflict of interest procedures are in place and followed. The Board develops Network priorities and procedures for governance and transparency as required based on feedback from the membership and serves to resolve conflicts that arise within the Network membership as a whole regarding Network priorities and operations.

Leadership:

Leadership of BCEOHRN is undertaken by the Scientific Director and Associate Scientific Director, who sit as non-voting members of the Board of Directors. Incumbents in these positions will ideally provide diverse regional representation and a balance of skills and expertise representing those of the membership. These positions are renewable terms; to provide leadership continuity and revitalization, the term of Scientific Director is three years, and that of Associate Scientific Director is two years.

Nominations for vacancies in leadership positions are solicited from the membership by the Recruitment Working Group, an ad hoc group comprised of Network members. Recommendations for incumbents from this working group will be ratified by the Board of Directors, which subsequently will be presented to MSFHR for its Board's approval.

Membership:

The Network's Board of Directors is elected from and by the Network members. The goal is to include:

- 3 members from the student community,
- 9 members from the researcher and research user community, representing different institutions and therefore regions, with a minimum of 6 of these seats reserved for members of the researcher community. Included in this category are the Scientific Director, the Associate Scientific Director, and the Immediate Past Scientific Director.

This structure represents a range of research institutions/centres from all regions of the province, and is inclusive of student members and research user organizations.

Chair:

The Board will elect a chair annually from among its members who do not receive remuneration or course/admin release from the Network.

Meetings:

Meetings will be held once per quarter either face-to-face in Vancouver, for the convenience of the majority of Board Members, or by teleconference. Meetings will be about 2-3 hours in length.

Term:

Board Members' terms run for two years with elections held at each year's AGM. One half of the Board will be replaced annually. Staggered elections with members' terms expiring every other year will provide continuity. In the month prior to the AGM, the Board Chair will actively seek

nominations for new Board members from the current Board and from the membership as a whole. Nominations will also be sought from the floor at the AGM.

Reporting:

The Scientific Director and Associate Scientific Director report to the Board. They will participate in regular meetings with MSFHR and will report issues of significance back to the Board. The Executive Director reports to the Scientific and Associate Scientific Directors and supports the Board and the Network membership, taking responsibility for the development and day-to-day operation of the Network. Working groups of Network members will be set up on an ad hoc basis to work on specific tasks.