



**FAMILY SERVICES of PEEL**

Since 1971

## Terms of Reference Peel Institute on Violence Prevention Scientific Advisory Committee

### Terms of Reference

The Scientific Advisory Committee (SAC) will provide advice, guidance and support to the Peel Institute on Violence Prevention on scientific and clinical issues related to violence and violence prevention. This will be done through a recommendation process with final decision made by the Executive Committee of the Institute (Family Services of Peel's Executive Director, Director of Client Services, and Manager of Peel Institute on Violence Prevention).

### 1. Mandate

The Scientific Advisory Committee on Violence Prevention will provide the Institute with timely scientific, technical and clinical recommendations on priority areas of research, research data requirements for new research projects and advice and support in the development of a research agenda.

### 2. Reporting Structure

The Committee reports to the manager of the Institute who also functions as the Executive Secretary to the Committee. The Institute will provide support to the Committee, as appropriate.

### 3. Membership

#### 3.1 Selection of members

Members of the SAC are recruited through selected nomination. Members are selected from professional and scientific societies, academia, health, education, government non-governmental and public sectors.

The selection process is designed to ensure requisite expertise and experience, and a variety of perspectives promoting diversity and inclusiveness.

The Executive Committee selects a Chair from members volunteering for the position of Chair.

Membership of the Committee will consist of an adequate representation of gender, culture, race, regional and geographical boundaries as well as a level of knowledge and expertise grounded in health, social services, community and academia.

Members will be identified and selected by the Executive Committee, however, from time to time; the SAC committee members may bring forward suggestions and recommendations for consideration.

### 3.2 Types of Members

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The Committee will consist of core and *ad hoc* members selected for their scientific, technical and clinical expertise and knowledge. Core members sit on the committee for a full term. *Ad hoc* members are invited to serve on the committee for a specific amount of time for a specific initiative.

### 3.3 Tenure

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Members are appointed by the Executive Committee for a two-year term which may be extended for an additional two year term up to a maximum of four years. The Executive Committee will ensure that there is continuity and systematic rotation of membership in the appointment of members.

### 3.4 Size of the Committee

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The SAC has at least five core members, not to exceed ten. Membership may be periodically adjusted to ensure appropriate representation of expertise and experience.

### 3.5 Resignation from the Committee

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An individual may withdraw from SAC at any time upon fourteen days written notice to the Chair and Executive Committee. The letter should state the effective date of resignation.

### 3.10 Reasons for termination

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Core members who are absent from three consecutive meetings of the SAC will forfeit membership in the Committee. *Ad hoc* members who do not attend in response to two consecutive invitations will forfeit membership in the Committee. Generally, a member's failure to act according to the Terms of Reference may give cause for termination. In this event, the Executive Committee will after a discussion with the member and due process, advise the member in writing of termination, stating the reason for the termination and the effective date.

## 4. Roles and Responsibilities

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### 4.1 Members

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Members of the SAC have a responsibility to offer their independent and objective advice. Other responsibilities include:

- availability to attend and participate at meetings;
- participation in discussions pertaining to the preparation of meeting reports;
- availability for ad-hoc consultations with Institute staff.

## 4.2 Chair

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In addition to all the responsibilities of a being a member, the Chair is responsible for the following:

- providing input to and consulting with the Executive Committee on the selection of members;
- consulting with the Executive Committee on matters that can be potential conflict of interests for members;
- overseeing and chairing meetings, and facilitating discussion among members.

## 4.4 Executive Secretary

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The Executive Secretary acts on behalf of the Executive Committee and the Peel Institute on Violence Prevention. The Executive Secretary provides staff support and direction, leadership and strategic advice in the management of SAC and its members and works closely with the Chair.

## 4.5 Media and Communications

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All members are expected to maintain confidentiality on any protected or privileged information relating to the work of the Committee. Any disclosure of confidential or project specific information through media, conferences or other public forums requires the approval of the Executive Committee.

## 5. Management and Administration

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### 5.1 Transparency

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The Institute is committed to ensuring transparency as an operating principle by:

- ensuring that any changes to meeting schedule is provided to all members in a timely manner; and
- posting SAC materials, with confidential and personal information removed, on Institute's website.

### 5.2 Meeting agenda

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The agenda and matters for SAC discussions will be decided upon by the Chair and Executive Secretary in consultation with the Committee.

### 5.3 Meeting notice and Invitation

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There will be a regular schedule of quarterly yearly meetings not to exceed four. In consultation with the Chair, unscheduled meetings can be called by the Executive Secretary. Notice of meetings, agendas and minutes will be sent in a timely manner.

### 5.4 Frequency, Type, and Location of meeting

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Meetings will be held in the office of Family Services of Peel. Some meetings will be held via teleconference or Skype. A meeting cannot be held unless quorum is achieved. The quorum for a meeting has to have at least one-half the number of existing core members, one of which must be the Chair.

## 5.5 Deliberations and Reports

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Deliberations during the meeting are intended to be open, frank, and free-flowing discussions. All members have equal status during discussion, and are expected to demonstrate fairness and a commitment to in-depth examination of matters under review. Only topics that fit within the mandate of the SAC will be discussed.

At the discretion of the Executive Secretary and with the approval of the Chair, specific stakeholders may be invited to make presentations to the Committee in writing or in person.

Members provide advice to the Peel Institute on Violence Prevention in the form of recommendations. These recommendations are captured in a record of proceedings (RoP). The SAC is encouraged to reach a consensus in providing advice whenever possible. When a consensus is not possible, the RoP will reflect the diversity of opinions.

A draft RoP is prepared by the Executive Secretary and circulated to members for review, and final approval. The final RoP will effectively summarize the proceedings to reflect the advice offered and there will be no attribution. The agenda and the record of proceedings will be posted on the Institute website.

Annual reporting on the activities and deliberations of the Committee will be included in the Annual Report of the Institute and will be shared with other similar and related organizations and institutes.

## 5.6 Review

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The Executive Secretary will initiate an evaluation of the SAC every two years, and will work with the Chair to review the mandate, activities, Terms of Reference, and relevance of the SAC to ensure that it continues to meet ongoing needs.