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**PCC Research Committee**

**Terms of Reference**

**Purpose**

The Paramedic Chiefs of Canada (PCC) Research Committee shall have the mandate to advise the Board to meet its strategic goals and business objectives related to advancing and promoting paramedic and EMS research in Canada generally, and specifically in the advancement of Paramedic leadership.

As guided by the Board and in line with the PCC Strategic Plan, the Committee will initiate research-related initiatives and activities in collaboration with and on behalf of the PCC membership.

**RESPONSIBILITIES AND DUTIES**

The PCC Research Committee will lead various research-related initiatives and activities on behalf of the PCC to achieve the goals of the PCC strategic plan pillar on research. Recommendations and plans for appropriate initiatives and activities are developed by the PCC Research Committee. These include but are not limited to:

* Surveys of PCC board members and the greater paramedic and EMS committee on research-related matters;
* Liaising with partner organizations, including other associations, academic partners, EMS services, vendors and others;
* Putting out call for proposals for specific research projects which are in line with the PCC Report ‘*Principles and Enabling Factors Guiding Paramedicine in Canada*’ (2023), the PCC Strategic Plan and the National EMS Research / Paramedicine Research Agenda;
* Letter writing / promotional campaigns on the value of paramedic & EMS research in Canadian healthcare and public safety;
* Knowledge translation sessions; and,
* Other engagement strategies with key stakeholder groups.

The PCC Research Committee is expected to be knowledgeable of the issues and needs of paramedic leadership, practitioners, and the profession related to research, evidence-based practice and knowledge translation.

The PCC Research Committee will make recommendations to the Board about future action that can be taken with respect to research projects, initiatives and activities.

The PCC Research Committee members are not solely responsible for conducting research efforts on behalf of the Association. Other PCC members and the Board of Directors are also responsible for the success of the efforts of this committee.

The PCC Research committee will develop goals and objectives annually which will be submitted to the Board for approval. The annual goals and objectives should be in line with the PCC Strategic Plan.

The PCC Research committee will report to the board with a review of research activities undertaken and recommendations for future activities.

The PCC Research Committee also provides feedback and reports on research efforts undertaken by, and on behalf of, the Association.

**MEMBERSHIP**

*Membership:*

The PCC Research Committee shall be comprised of a minimum of four members including a Committee Chair, who also serves as the liaison to the Board, and Secretary; there is no maximum number. Where practicable, membership shall provide balanced national representation. Non-board members who are members of the PCC may be appointed to the committee.

*Appointment:*

The Committee Chair and the members of the PCC Research Committee shall be appointed by the Board and shall serve until replaced. Any member, except for the PCC President and Vice President may act as Committee Chair. The Committee Chair is approved by the Board annually. The secretary need not be a Board member and will serve by appointment of the Committee, from within its members.

*Responsibility of Members:*

* be prepared to attend and participate in meetings;
* be responsive to requests for feedback outside meeting times;
* declare conflicts of interest;
* undertake decision making in the interest of the PCC and whole membership;
* represent the perspectives of PCC members pertaining to research; and
* ensure that the research-related activity meets the expectations of the Board membership.

**GOVERNANCE**

The PCC Research Committee is an advisory committee and is not a decision-making committee.

*Reporting to Board:*

The PCC Research Committee Chair will report on matters arising at the PCC Research Committee meeting and, where applicable, present the Committee's recommendation to the Board for its approval. Recommendations to the Board will be made based on a majority of Committee members.

*Annual Plan:*

The PCC Research Committee will create an annual work plan guided by the Board and Strategic Plan identified priorities, outlining its calendar of major activities to be covered.

*Annual Review:*

The PCC Research Committee will review and assess the adequacy of these Terms of Reference on an annual basis and recommend it, including any changes that are appropriate, to the Board for approval.

**Meetings**

*Meeting Frequency*

The PCC Research Committee shall meet at least four times each year. Meetings shall be held at the call of any committee member and may also be called at the request of the PCC Executive Director. PCC Research Committee members will be given at least 48 hours prior notice of a Committee meeting.

*Conduct of Meetings:*

Meetings may be held in person, by conference telephone call or videoconference, or by any individual member participating by conference telephone or videoconference.

***Approved by the PCC Board of Directors: \_\_\_\_, \_\_\_, 2023***