

Board of Directors: Terms of Reference

Role: Overseeing the research and dissemination activities of the Centre

Membership: 2 Co-Directors, 5 Domain Leaders, several representatives of the funding partners and other relevant stakeholders; in addition to voting members, the Metropolis Secretariat and SSHRC may each provide 1 *ex-officio* Board member.

Meetings: 2 per year

Once the budget is set by the Executive Committee (EC), the Board of Directors (BoD) will oversee decisions related to research and dissemination. Particular attention will be given to ensuring that the Board includes representatives from as many members of the funding consortium as possible. This includes representatives of the federal government and the BC government. We will work with members of the Metropolis Secretariat to identify appropriate federal government representatives. In addition, municipal governments and non-governmental organizations will be invited to participate on the Board.

One Board meeting per year will occur either at the end of the Research Retreat or shortly thereafter. The goal of this meeting will be to discuss the retreat and define research priorities for the coming year. Most importantly, the Board will provide guidance to the EC as to the priority areas for the Call for Proposals. In this way, the Board bears the primary responsibility to connect the Centre with funding partners and other important stakeholders. Its mandate is to ensure that

- Research sponsored and supported by the Centre is of the highest quality and of the greatest relevance;
- There is a two-way communication between researchers and other stakeholders; that is, research should be based on the priorities of stakeholders and the findings of research must be made known to stakeholders;

Consequently, the Board will set the tone for both research and dissemination of the Centre.

Given that the EC will conduct the day-to-day affairs of the Centre, the Board will concentrate on “big picture” issues. The Board may, upon reflection of the activities of the Centre, make recommendations to the EC about budget and administrative issues, such as the need for staff positions, but jurisdiction over these issues remains with the EC.

The board will operate using standard rules of order, with formal motions and votes. A quorum of half of the members is required at a meeting for votes to be binding on the Centre. Any member of the Board (voting or *ex-officio*) is entitled to make a motion and it will be considered for a vote if it is seconded.

Decisions by the board are final, except in two instances. First, under extraordinary circumstances, the Vice Presidents Research of the partner universities can override the Board. Ultimately this authority rests with the VPR of the Lead Institution (UBC). Secondly, decisions made by the National Metropolis Committee take precedence over those made by the Board locally.

The Board will be chaired by one of the Co-Directors, and this position will alternate annually. Minutes will be taken of Board meetings and circulated to members;

all formal decisions will be highlighted in the minutes. Decisions by the Board will also be recorded in the annual report of the Centre.

Lines of authority:

- Co-Directors, Domain Leaders (see above)
- New members will be nominated by the Co-Directors and approved by the Board.
- Tenure will be for 3 years, once renewable. An effort will be made to ensure that the Board does not remain static through the period of the grant. Initial appointments will therefore be given terms from 1 to 3 years. Individuals who have served as Board members of the Vancouver Centre before will be limited to one three-year term during the grant period.