



## **CANADIAN ASSOCIATION FOR CO-OPERATIVE EDUCATION - ATLANTIC RESEARCH COMMITTEE**

### **TERMS OF REFERENCE**

#### **NAME AND MEMBERSHIP**

This group shall be called the CAFCE Atlantic Research Committee and is a sub-committee of the CAFCE-Atlantic Executive Committee. Members of the Research Committee comprise of CAFCE-Atlantic Member volunteers who are interested in participating in research activities for the Atlantic region.

Ideally, each of the 4 Atlantic provinces will be represented on the Research committee, as well as representation from larger research institutions such as Dalhousie and Memorial University. This representation might not always be possible given the reality of Co-op practitioners' daily work and the fact that research is a 'nice to have' not a 'need to have' activity. A maximum of 6 people is recommended for this committee.

#### **CAFCE ATLANTIC TERMS OF REFERENCE: ON COMMITTEES**

Committees within CAFCE Atlantic may be formed as required to complete special events, projects and initiatives. The development of these Committees will be formed and voted on during the annual meeting.

All action items and budgets for a committee must be approved by the CAFCE Atlantic Executive before commencing.

#### **STATUS**

As agreed by the CAFCE Atlantic Membership on June 23, 2011 in St. John's, Newfoundland, this committee is a sub-Committee of the CAFCE-Atlantic Executive Committee.

#### **MANDATE**

- 1) Bring existing and new research forward to CAFCE Atlantic members and institutions
- 2) Advocate for co-operative education research activities in Atlantic Canada

#### **OBJECTIVES**

- 1) Balance the practical with the academic by informing daily practice to build credibility within our institutions
- 2) Take a realistic approach to research projects given the nature of Research Committee Member's daily work, by exploring how the research/ advocacy can be completed in stages (each stage should provide the foundation for the next)

## **TERM**

The Chair of this sub-Committee serves a (renewable) two year term, beginning with the June AGM,

Other members who serve on this sub-Committee participate on a (renewable) yearly basis, also beginning with the June AGM.

## **RESOURCES**

If required, financial support will be requested from the CAFCE Atlantic Executive Committee.

## **MEETINGS**

Monthly (or as required by the sub-Committee's activities)

## **QUORUM**

Fifty percent plus one of the research committee members, excluding the Chair, shall constitute a quorum.

Updated: May 30, 2012

Submitted to the CAFCE Atlantic Executive Committee: May 30, 2012

Approved at the CAFCE Atlantic AGM: June 22, 2012