

## **BC-ALBERTA SOCIAL ECONOMY RESEARCH ALLIANCE (BALTA)**

### **Steering Committee - Terms of Reference**

**(NB: The Steering Committee was previously known as the Management Committee.)**

#### **Policy Synopsis**

The roles and responsibilities of the committee are explained. Guidelines for membership and the current committee's membership are presented. The plan for meetings is also explained.

#### **Roles and Responsibilities of the Committee**

The Committee serves as the steering and main strategic decision making body for the BALTA Research Alliance. It also serves a key role in ensuring coherence of the research effort and synthesis of research results.

The Committee will have the following roles and responsibilities:

1. To provide direction and coordination to the development of strategic research priorities, the research framework/methodology, the annual BALTA plan, operational strategic plans (eg. communications, monitoring and evaluation) and to approve annual and strategic plans;
2. To review and comment on the plans and major research projects presented by each SERC to promote coherence of the overall research effort, and to ratify SERC annual workplans;
3. To provide oversight to cross-cutting research that does not fall solely under the mandate of a single SERC (eg. mapping);
4. To provide input into budgeting and to approve BALTA budgets;
5. To annually adjudicate and approve allocation of funds to SERCs based on their approved plans;
6. To provide an ongoing synthesis function, which in turn will feed into ongoing planning of research priorities;
7. To play a role in monitoring and assessing the work of the BALTA Research Alliance;
8. To monitor issues that may emerge during the course of BALTA's development and operations and to make decisions on how to address such issues;
9. To provide input into and approval of BALTA operational policies.

It is recognized that, under the terms of BALTA's funding from the Social Sciences & Humanities Research Council of Canada (SSHRC), SSHRC ultimately holds the Principal Investigator and his organization, the Canadian Centre for Community Renewal, solely responsible legally for BALTA and its operations/finances. Therefore, it is acknowledged that the Principal Investigator must have the right to veto or refuse to implement any decision of the Steering Committee that, in his opinion, would present a risk to himself or CCCR. The Principal Investigator agrees to not exercise this right arbitrarily.

## **Committee Membership**

The Committee consists of the Principal Investigator (Mike Lewis) and several other BALTA Project co-investigators. Appointments to the Committee can be proposed by one or more existing committee members to the Principal Investigator for consideration. In considering appointments, the first consideration is the intellectual value added that may be brought by a new Committee member. However, in consultation with the Committee, an attempt will be made to reflect the mandate and diversity of BALTA with respect to geography, academic/practitioner balance, gender, etc. It is recognized that the Committee will never be enlarged by numerous people, due in part to budget constraints. To be appointed to the Committee, a person must be a BALTA Project co-investigator (i.e. either someone who has been serving as a co-investigator or who is appointed a co-investigator at the same time as s/he is appointed to the Steering Committee). (NB: Not all co-investigators will necessarily also be members of the Steering Committee.)

The Steering Committee also includes a student representative.,

## **Plan of Committee Meetings**

The Committee will meet as often as necessary to fulfill its mandate and address pending business. It is anticipated that, in the first two years, the Committee will likely meet 10-12 times per year, with most of those meetings by conference call.

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