

I-CREAtE Community Advisory Board - Terms of Reference

**Last modified: December 2024*

Background: I-CREAtE is a community-based research team at Queen's University that works with community members, local service providers, organizations, and decision-makers to conduct research that is meaningful, action-oriented, and relevant to local community need.

Purpose: The I-CREAtE community advisory board provides guidance to the core I-CREAtE research team, its projects, and acts as a network for knowledge dissemination and community action.

Roles and Responsibilities: Community Advisory Board members will participate in the following ways:

- Attend 90 –120-minute meetings on a quarterly basis (4 times per year).
- Help generate strong participation and support from community members with lived experience, relevant agencies, and other community partners.
- Identify research topics, directions, and areas of interest for community.
- Provide guidance and support on the research process (e.g., highlighting community voice/community needs, recruitment, data collection and sharing the research results).
- Advise on using research results to make an impact in the community.
- Respond to emails on an as needed basis.

Composition: The I-CREAtE Community Advisory Board will work toward a composition of 10 - 15 community members and 10 - 15 members representing regional health and social service agencies, municipal government, and academic partners. Composition may vary depending on the scope of I-CREAtE research projects to ensure there are agencies that are positioned to act on research results.

This work cannot be done without meaningfully involving community members with lived experience of adversity (hard times), community agencies and service providers who are trusted members of their communities and have the ability to participate in sharing research results to support local action.

Term of Membership: I-CREAtE Community Advisory Board members will be invited to participate on a two-year term with the option to renew for two more terms (six years total).

Operations: The I-CREAtE Community Advisory Board meetings will take place on the first Monday of the month, every three months. Community Advisory Board members are required to attend at least two of the four meetings per year to maintain membership. Meetings will be held online (video call).

The I-CREAtE Project Manager, will be responsible for acting as a link between the I-CREAtE research team and the community advisory board. The Project Manager organizes meetings, shares documents (including meeting minutes) and supports participation on the I-CREAtE community advisory board.

Decision Making: Decisions will be made by the core research team using consensus-based framework (a discussion until there is general agreement about the decision). The contributions of the Community Advisory Board will inform all decision making.

Support for Community Members: Community members on the advisory board will receive an honorarium of \$50 per meeting in recognition of their time and contributions. When required, childcare will be provided during the meeting.