

## **I-CREAt e Core Research Team – Community Researcher Terms of Reference**

*This Terms of Reference is effective from Winter 2025 to Winter 2028 (reviewed every three years).*

**Purpose:** I-CREAt e community researchers serve as core members of the I-CREAt e team and assist with overall decision-making on how we design and carry out research projects. Community researchers do not need any research experience; they bring their lived experience voice to the team. Community researchers advise on what research questions are important to ask, how to ask them, and what to do with the answers to improve the health and wellbeing of our communities.

**Responsibilities:** I-CREAt e community researchers will support research projects in the following ways:

1. Attend 1-hour meetings every 2 weeks.
2. Commit to 6 hours of work per month (includes 1-hour meetings).
3. Be willing to learn and build new skills about how to do research in community.
4. Share lived experience to help design projects that will be impactful for the community.
5. Depending on interest and availability, community researchers can participate in research activities (e.g., planning, recruitment, data collection/analysis of research results. *Note: this additional work would be compensated on top of the 6 hours per month.*
6. Communicate by email and/or phone, as needed on various aspects of projects.

**Membership:** There will be up to 8 community researchers on the core I-CREAt e team. Membership will reflect the diversity of the Kingston community. I-CREAt e welcomes interest from all community members who are willing to share their lived experience voice, newcomers and refugees, racialized persons, persons living with disabilities, Indigenous Peoples, persons with Adverse Childhood Experiences (childhood trauma) and/or hard times/poverty, and youth or young adults.

**Term of Membership:** Community researchers will be invited to participate on a two-year term with the option to renew.

**Operations:** Core I-CREAt e community researchers will meet every two weeks at an agreed upon time. Community researchers are required to attend at least 13 meetings per year to keep membership. The I-CREAt e Project Manager will be responsible for overseeing the day-to-day operations of the project, including organizing meetings, project planning, and supporting training/skill building activities.

**Governance Structure & Decision-Making:** Community researchers will participate equally as members of the research team. They will work to help guide and make decisions about the I-CREAt e projects. Decisions will be made through discussions until there is a general agreement about the decision. The I-CREAt e research team will consult with and be advised by the I-CREAt e Community Advisory Board that represents various stakeholders (e.g., agencies, community members, decision-makers).

**Accommodations:** Meetings will be predominantly by video call, occasionally in person. Community researchers will be paid \$123.00 per month with the expected commitment of 6 hours of work per month.