

# Care Alliance Ireland Research Committee Terms of Reference

The Research Committee is a committee of the Board of Directors of Care Alliance Ireland.

## *Role of the Committee*

The Research Committee (“The Committee”) is responsible for advising the Board of Directors (“the Board”) on Research Matters. The Committee will endorse Care Alliance Ireland's strategic priority, which focuses on "Supporting primary and applied research on Family Caring and the role of Family Carers" and will:

- Liaise prior to each Board meeting to engage with the CEO and Senior Policy & Research Officer of Care Alliance Ireland, discussing both prospective and ongoing research endeavours on a quarterly basis, and as required
- Reporting to the Board of Care Alliance Ireland on agreed actions and ongoing work will be provided by the Chair of the Research Committee.
- Review and provide feedback to Care Alliance Ireland staff and Board Members, where desired, on ongoing research, publications and funding proposals that Care Alliance Ireland are involved with.
- The terms of reference of the Committee will be reviewed every two years at a minimum, and any necessary changes will be recommended to the Board for approval.
- Keep proper records including minutes and/or notes of decisions. This will be undertaken by the Chair or their nominee.

## *Membership*

- At least two members of the Board of Directors of Care Alliance Ireland
- It is anticipated that, in general, the CEO may be in attendance at the meetings of the committee, as appropriate and agreed by the Chair
- The Board will appoint the Chair of the Committee who will be a member of the Board.
- The Chairperson of the Board of Care Alliance Ireland may be a member of the Committee but may not chair the Committee.
- The term of office for the Chair of the Committee will be three years maximum, and a member may be reappointed by the Board at that time.

- The Research Committee may invite guests or subject matter experts to attend a meeting of the Research Committee, with approval from the Chair of the Board.
- Additional Committee members may be appointed to the committee as deemed appropriate by the Committee and subject to Board approval.

### *Meetings and Quorum*

- Committee meetings can occur either in-person or via videoconference.
- The committee will normally meet prior to each ordinary meeting of the board and as often as required to fulfil its duties, but at least three times per year.
- Members must adequately prepare for each meeting by reviewing the documentation beforehand and striving to attend each meeting.
- The committee establishes its meeting schedule annually but will have the flexibility to hold additional meetings to discuss and address important research activities where required.
- If the Chair of the research committee is not present, their nominee will report to the Board of Care Alliance Ireland on agreed actions on ongoing work
- The quorum for meetings will be two members and in the absence of the chairperson, the committee will elect one of its members to chair the meeting.
- The committee may invite any director, employee or other person to attend any of its meetings or review process.

### *Documentation*

- All internal members are given access to all resources needed to fulfil their duties as members.
- External Invitees (per invitation) may be given access to resources needed to fulfil their duties at the discretion of the Chair.

### *Committee Members:*

- Dr Laura O’Philbin (Chair)
- Ms Carmen Elise Pocknell

### *Anticipated Outcomes*

1. Care Alliance Ireland will be more effective at influencing the family carer research agenda nationally and internationally.
2. Care Alliance Ireland will be increasingly recognised as pioneers in various family carer research areas.
3. Care Alliance Ireland will be invited to be funded collaborators on significant family carer research.