



CALL FOR EXPRESSIONS OF INTEREST

Indigenous Advisory Committee Open Member Seats

Information for Interested Applicants

The Office of the Vice President Research and Innovation at UBC is committed to supporting community-based Indigenous research for and with Indigenous communities working in partnership with UBC. As part of this commitment, the Indigenous Research Support Initiative has been established. To ensure that the work of the new initiative is reflective of the needs and processes of the Indigenous communities with whom we collaborate, we have established an Advisory Committee that is comprised of individuals from Indigenous communities and faculty and staff from UBC.

IRSI respectfully acknowledges with gratitude, respect and humility that its offices are located on the traditional, ancestral, and unceded territories of the Musqueam peoples (UBC-Vancouver) and the Syilx Okanagan peoples (UBC-Okanagan).

We are currently seeking expressions of interest for strong representation in the following areas:

- **Business & Economic Development**
- **Community Planning**
- **Graduate Student (any discipline)**

Purpose of the Committee

The Indigenous Advisory Committee is a formal advisory body to the Indigenous Research Support Initiative. Its purpose is to provide culturally-relevant advice, leadership and guidance to the staff and leadership team of the Indigenous Research Support Initiative on matters relating to but not limited to: strategic direction of the network, research and ethics protocols, community outreach, governance, procedures and processes of the network.

Appointments and Composition

The Advisory Committee is made up of up to 7 community members, 2 faculty members, 1 staff member and 1 graduate student member with standing seats for a representative from Musqueam and a representative from the Okanagan Nation Alliance. Committee members serve 2 to 3-year terms with staggered end-dates to ensure continuity of the committee roles and responsibilities.

Selection criteria

The Indigenous Advisory Committee shall be comprised of individuals with relevant expertise, demonstrated knowledge and community perspectives that pertain to effectively carrying out the committee's functions. Roles and responsibilities include:

- Demonstrated commitment to community action through involvement in one or more of the following areas:

Health	Housing and Infrastructure
Natural Resources	Language, Education and Culture
Community Planning	Governance
Economic Development and Business	Other (please specify)
- Understanding and interest in collaborative, community research.
- Experience working with post-secondary institutions.
- Skills and knowledge that will assist the Indigenous Research Support Initiative in achieving its outcomes with a focus on new and improved partnerships between Indigenous communities and UBC.
- Availability and commitment to attend scheduled and extraordinary committee meetings.



Meeting times

The Indigenous Advisory Committee will meet a minimum of 2 times within a one-year period, in addition to special meetings called by the staff and leadership of the Initiative on specific issues that require immediate attention. There are expectations that there will be some work required to be undertaken by committee members between meeting times and the need for flexibility to attend in the case of special or extraordinary meetings. At a minimum, Indigenous Advisory Committee members must attend 2 meetings per year to maintain their seat. When circumstances require, members may send a pre-authorized proxy. Requests must be sent to IRSI leadership no less than 2 weeks prior to any meeting.

Expression of Interest Application

Indigenous Advisory Committee members will be appointed by a selection committee that includes members of the current Indigenous Advisory Committee, as well as leadership from the Indigenous Research Support Initiative.

The Expression of Interest should include a letter (2-page maximum) highlighting the following:

- Full name, address and contact information;
- Specific committee seat of interest;
- Community or organization affiliation;
- Reason(s) why you would like to be appointed to the Indigenous Advisory Committee; and
- Brief summary of skills, expertise, knowledge and attributes you would contribute to the Committee.

Interested applicants are asked to refer to the Terms of Reference (subsequent pages, 3–4) for more information before submitting an Expression of Interest.

Expression of Interest Closing Date: June 22, 2020 (*All seats will remain open until filled*).

For those interested, please submit your Expression of Interest by email to emily.lebaron@ubc.ca.



TERMS OF REFERENCE Indigenous Advisory Committee

The Office of the Vice President Research and Innovation at UBC is committed to supporting community-based Indigenous research for and with Indigenous communities working in partnership with UBC. As part of this commitment, the Indigenous Research Support Initiative has been established. To ensure that the work of the new initiative is reflective of the needs and processes of the Indigenous communities with whom we collaborate, we will establish an Advisory Committee that is comprised of individuals from Indigenous communities and faculty and staff from UBC.

The Indigenous Research Support Initiative seeks to work in ethical and respectful ways with Indigenous communities and looks to build respectful, long-term relationships of integrity between Indigenous communities and researchers at UBC.

This document outlines the Terms of Reference of an Indigenous Advisory Committee for the Indigenous Research Support Initiative.

I. TERM

Appointed committee members will serve 2 to 3-year terms (beginning with the ratification of this document, 04/2019) with staggered end-dates to ensure continuity of the committee roles and responsibilities. Terms are subject to the minimum attendance outlined in section IV (Meetings).

II. ROLES AND RESPONSIBILITIES

1. Provide culturally-relevant advice, leadership and guidance to the staff and leadership team of the Indigenous Research Support Initiative on matters relating to but not limited to: strategic direction of the network, research and ethics protocols, community outreach, governance, procedures and processes of the network;
2. Address, give advice and make recommendations about issues that relate to their roles and responsibilities.
3. Provide advice and recommendations about the continuous development of engagement and research protocols with Indigenous communities;
4. Provide recommendations in relation to functions, best practices and future performance of the initiative;
5. Occasionally meet, upon request, with internal and external partners of the Indigenous Research Support Initiative (subject to availability of the committee members);
6. Normally, it is expected that the Indigenous Advisory Committee will operate on the basis of consensus;
7. The Indigenous Advisory Committee may establish ad hoc sub-committees, as required, to address particular /special interest issues.

III. APPOINTMENTS AND COMPOSITION

- The Indigenous Advisory Committee will be made up of up to 7 community members, 2 faculty members, 1 staff member and 1 graduate student member with standing seats for a representative from Musqueam and a representative from the Okanagan Nation Alliance. Committee members will



serve will serve 2 to 3-year terms with staggered end-dates to ensure continuity of the committee roles and responsibilities.

- The Indigenous Advisory Committee shall be comprised of individuals with relevant expertise and community perspectives that pertain to effectively carrying out the committee's functions.

IV. MEETINGS

- The Indigenous Advisory Committee will meet a minimum of 2 times within a one-year period, in addition to special meetings called by the staff and leadership of the initiative on specific issues that require immediate attention.
- Meetings of no more than 4 hours will be held at the University of British Columbia or elsewhere in BC.
- Meeting participation by telephone or video is available upon request.
- Meeting information materials will be sent to committee members at least one week before each meeting.
- Minutes will follow each meeting.
- At a minimum, Indigenous Advisory Committee members must attend 2 meetings per year. When circumstances require, members may send a designated proxy to attend a meeting on their behalf. Requests for the attendance of a designated proxy must be sent to IRSI leadership no less than 2 weeks prior to any meeting.
- In order to achieve quorum, the majority of the committee membership must be present. For an IAC with a membership of 13, no less than 8 members can achieve quorum.

V. REPORTING AND COMMUNICATIONS

- The staff and leadership of the Indigenous Research Support Initiative are responsible for reporting on the Indigenous Advisory Committee's recommendations to the members of the network.
- A staff member will serve as the main contact person for the Indigenous Advisory Committee.
- An internal monthly e-newsletter covering news and initiatives of the Indigenous Research Support Initiative, will be distributed to the Indigenous Advisory Committee and other partners.

VI. RESOURCES AND BUDGET

- Committee members acting on their own behalf will be paid an honorarium of \$2000 for the term of one year.
- The annual honorarium compensates committee members for their time and expertise, and participation on the Indigenous Advisory Committee including but not limited to attendance and preparation for Initiative related meetings.
- The Indigenous Research Support Initiative will assume all travel-related expenses for the committee members to attend meetings and any network-related function(s) they attend in accordance with UBC policy.