# CRKN Researcher Council
# Terms of Reference

**Approved by the CRKN Board of Directors**
**March 23, 2022**

**Purpose**

The CRKN Researcher Council (RC) will provide advice and recommendations to the CRKN Board of Directors as CRKN prepares large scale, multidisciplinary funding applications (e.g., a CFI innovation Fund application) that will support a world-class research platform that enables transformational research and discovery of cultural and heritage content.

The CRKN RC will also provide recommendations to the CRKN Board of Directors and other standing committees to ensure that CRKN's heritage tools and services are driven by researcher priorities and needs. The CRKN RC will ensure that new enhancements to the Canadiana platform enable research and increase the use of the Canadiana collection as research data.

**Terms of Reference**

The RC is established by and reports to the CRKN Board of Directors pursuant to section 12 of the Corporation's By-laws. Additionally, the RC may provide advice and recommendations to the Preservation and Access Committee as needed.

Acting as representatives of the heritage research community, the RC will:

- Propose major research questions and challenges that are faced by Canada's cultural and heritage research community, and make suggestions for how CRKN's heritage content, tools, services, and infrastructure might address those challenges
- Provide recommendations on the development of CRKN's CFI Innovation Fund project vision
- Offer feedback and revisions during the development of CRKN funding applications, in particular a notice of intent and proposal for the CFI Innovation Fund
- Recommend and support the programming of workshops/symposia or other events to engage the broader researcher community on CRKN activities and collaborative funding applications (e.g., a CFI Innovation Fund)
- Advise on the preparation of grant applications, including, but not limited to the CFI Innovation Fund
- Connect CRKN's heritage research infrastructure with ongoing research projects and initiatives, ensuring alignment and enabling partnership and collaboration where possible
- Provide examples of ongoing or future research projects that would use CRKN's heritage research infrastructure
- Provide feedback and recommendations on enhancements and new tools and services available to researchers through the Canadiana collections and platform
- Advise on advocacy and awareness opportunities, including future events, with the broader researcher community, ensuring that researchers are aware of CRKN's research infrastructure

**Membership**

Membership in the RC consists of:

1) Ten (10) to fifteen (15) researchers based at a Canadian institution representing the multidisciplinary nature of the humanities and social sciences, such as, but not limited to:

- Digital Humanities, particularly with a Canadian focus
- Indigenous Studies
- Canadian History, particularly with a focus on marginalized peoples
- Literary Studies
- Gender Studies
- Library Studies
- History
- Sociology
- Climate Science
- Public Health
- Economics
- Political Science
- Communications

2) Two (2) to five (5) international researchers (based at institutions outside of Canada), representing the above disciplines.

3) Three (3) to five (5) gallery, library, archive, or museum (GLAM) professionals with expertise in providing access to digitized and born digital cultural and heritage content, preservation, linked open data, and researcher tools.

Members will indicate a dedicated commitment to upholding principles of Equity, Diversity, and Inclusion (EDI) as well as those of Truth and Reconciliations. Membership in the RC will also be determined based on a diversity of representation, including discipline, career level, geographic, linguistic, gender, ability, and ethnic diversity. CRKN is committed to upholding principles of Equity, Diversity, and Inclusion (EDI) as well as those of Truth and Reconciliation as it develops the RC and in any funding proposals.

**Membership Process**

- One (1) member appointed to represent the Board of Directors to act as Chair or Vice Chair
- One (1) member appointed to represent the Preservation and Access Committee to act as Chair or Vice Chair
- Two (2) to five (5) international researchers appointed by the Board of Directors
- Three (3) to five (5) GLAM professionals appointed by the Board of Directors
- Up to thirteen (13) researchers based at Canadian institutions appointed by the Board of Directors

Pursuant to section 13(4) of the Corporation's by-laws; the Executive Director is entitled to be present at, and to participate in all meetings of any committee of the Board (unless the chair of the meeting requests that the Executive Director not be present for all or part of a meeting), and is entitled to receive notice of meetings and all information provided to members of any such committee relating to matters before the committee, but will have no right to vote as a member of a committee with respect to any matter.

At the discretion of the Executive Director, and in consultation with the Council Chair, other CRKN staff may be called upon to participate in meetings as resource personnel, as required.

**Meetings**

Meetings will be held monthly using web-meeting facilities, with one in-person meeting annually.

Meetings may be held at any time provided written notice has been given to each committee member at least seven days, exclusive of the day on which notice is given, before the meeting is to take place. Notice of meetings may be waived by unanimous written consent of RC members.

Quorum for meetings is a majority of (non-CRKN staff) RC members.

Additional deliberations may be conducted via email and virtual video calls between meetings as required.

In order to maintain the balance of representation and to ensure continuity and effectiveness of the RC, substitution of representatives at meetings is not permitted.

**Language of Participation**

RC members can work in their chosen official language and agree to create and maintain a work environment conducive to the effective use of both official languages.

**Lines of Accountability and Communication**

The RC is accountable to the Board of Directors and will also make reports to standing committees as necessary.

The Chair or Vice Chair of the RC reports on the Council's activities to the Board and submits written recommendations for their consideration as required.

The RC will take a consultative approach to its work, engaging CRKN members and stakeholders as appropriate.

**Financial and Administrative Policies**

Service on the RC is non-remunerative. Travel and meeting expenses for RC members will be reimbursed according to the policies and procedures of CRKN. Members of the RC will comply with Board-approved conflict of interest guidelines and procedures.

**Timeframe**

RC members appointed for a fixed term based on the timeline of the next CFI Innovation Fund.