

## **CENTRE LEADER TERMS OF REFERENCE**

### **Guiding Principles**

In order to promote transparency and uphold our mission for an interdisciplinary program, ENRICH will abide by these guiding principles.

- Gender equity
- National representation
- Interdisciplinarity
- Trainee representation
- Youth, parent and family engagement
- Acknowledge and embrace Indigenous ways of knowing, doing and promoting health and well being
- Representation across all themes of research

The purpose of the Centre Leaders is to identify and support outstanding health researchers at their local centre who will advance child health across Canada and globally.

### **1. Membership**

#### **Members**

Each of the 17 Pediatric Academic centres will have a Centre Leader who is an established clinician scientist or researcher. When necessary, this can include a dyad model to ensure all disciplines are represented.

#### **Membership approval**

When a Centre Leader's tenure is complete, the previous Centre Leader's Institution shall nominate a professional as a replacement. In situations when a nominated replacement cannot be found, ENRICH can host an open call for applicants and approach other ENRICH members to nominate individuals. Once a replacement has been found, the applicant will be requested to submit a Letter of Intent stating what they can contribute to ENRICH and a copy of their CV to the Program Manager. These document will be reviewed by the Executive for a vote, before tenure commences of the incoming member.

#### **Length of Tenure**

Appointed members serve for five (5) year terms, and are eligible for reappointment for the term immediately following their tenure.

### **2. Function of the Centre Leaders**

- **Advocate and Advertise**  
⇒ Help identify upcoming stars across all disciplines for ENRICH

- ⇒ Meet with department heads regarding ENRICH
- ⇒ Promote the local sessions and build attendance
- **Mentorship**
  - ⇒ Support and guide those within the program as funded trainees and those attending local sessions
  - ⇒ Interact and network with your trainees at the monthly sessions, sharing your insight and wisdom in child health research
- **Direct the local centre-based curriculum**
  - ⇒ Create a session schedule for the curriculum year (Sept – May). Please share this schedule with the ENRICH Head office and advertise it throughout your Institution.
  - ⇒ Track attendance at each session
  - ⇒ Submit a list of students for certification before each annual symposium (any student who attends 10 sessions within 2 years has completed the curriculum)
- **Contribute to national network of ENRICH mentors**
  - ⇒ Attend the annual symposium
  - ⇒ Attend 2-3 centre leader meetings per year
  - ⇒ Give feedback on curriculum
  - ⇒ Be available to assist trainees from other centres
- **Prepare local applicants to apply for ENRICH competitions**
  - ⇒ **Meet and mentor the candidate:** In order for a candidate to apply for an ENRICH award, they must meet with the Centre Leader first. It is the Centre Leader's responsibility to mentor the candidate and help them put forward a strong application, in collaboration with the identified primary supervisor or mentor. The Centre Leader must approve all applicants via an attestation in the application document.
  - ⇒ **Internal Review:** ENRICH encourages each Centre Leader to facilitate some type of internal review, to strengthen the application prior to submission. How this is done at each center, falls under the jurisdiction, policy and procedures of each Institution and varies widely among all ENRICH Centres. This may include an internal review panel at your local institution or 1 on 1 feedback before applying. Internal peer review is not mandatory for ENRICH, but highly encouraged as in all funding applications.
  - ⇒ **ENRICH accepts all applications:** With complete documentation, all child health learners who are working with a supervisor or mentor at any of our 17 partnering academic centers/universities can apply. However, we do understand that there may be internal vetting processes that centres may use to help put forward the most competitive applicants to ENRICH. We regard this vetting as internal to centres and external to ENRICH, and therefore, we have no policy or comment on this matter. We trust that the Centre Leaders and the Institutional leadership will put forward their best candidates for the ENRICH program.

### 3. Centre Leader Meetings

The following meetings shall take place on an annual basis.

- Centre Leaders telecommunicate twice (2 times) a year with the head office

- Monthly with your local session members from Sept - May
- At the National Symposium (May/June) for the Curriculum Update and Board Meeting.

#### **4. Process for Amendment**

An amendment to this document requires a notice of motion at the ENRICH Executive Meeting. The amendment will be voted on, and will require support from two thirds of the voting members in attendance.