



## **PedCAM Steering Committee Terms of Reference**

### **1. Responsibilities and Mandate**

The Pediatric CAM Network Steering Committee will advise the Network's development and growth. The Steering Committee will assist in determining the direction of the Network. Steering committee members will participate in quarterly 1.5 hour Steering Committee calls and may be asked to review documents between calls.

### **2. Membership**

The PedCAM Network Steering Committee will have six to ten (6-10) members at any given time, including the Chair, Vice-Chair and representatives from the CAM provider and researcher communities. Steering Committee members must be affiliated with a Canadian Institution to reflect the national focus of the network. The membership of the Steering Committee should reflect a wide range of CAM expertise, as well as expertise in child and youth health.

#### **2.1 Network Director (Chair)**

The Network Director will chair the Steering Committee.

The Chair of the Committee shall:

- Preside at all meetings of the Steering Committee.
- Facilitate discussions on ways to heighten awareness and further understanding of issues related to complementary and alternative medicine as well as child and youth health.
- Provide direction to Network and committee members.
- Perform other duties as may be required from time to time.

Appointment: A Network Director shall hold office as long as network is running. There is no minimum or maximum time this representative must serve. If the Network Director chooses to leave office, the Steering Committee will be charged with the responsibility of identifying a new Network Director.

#### **2.2 Network Coordinator (Vice-Chair)**

The Network Coordinator will sit on the PedCAM Network Steering Committee as a member. This position is hired by the Network Director and approved by

Committee members. The Coordinator will manage the Network's priorities. In the absence of the Chair, the Chair may delegate responsibilities to the Network Coordinator.

The Vice-Chair of the Committee shall:

- Have all powers and perform the duties of the Chair in the absence or disability of the Chair.
- Perform other such duties as may be required from time to time.
- Assist the Chair in the execution of duties.

Appointment: The Network Coordinator will hold the Vice-Chair during their employment as Network Coordinator. There is no minimum or maximum time this representative must serve.

### **2.3 Members at Large**

The Steering Committee will have other members from Canada. The members at large will be invited by the PedCAM Steering Committee to join. An open call for new members may be used to fill vacant Steering Committee seats, or individuals may be invited to join vacant seats based on their expertise and identified Steering Committee needs.

The other members shall:

- Sit on the Steering Committee as representatives of pediatric CAM interests in research and education.
- Assist the Chair in the execution of duties.
- Agree to serve a term of three (3) years

Appointment: \*Members at Large of the Steering Committee shall be appointed for terms of three (3) years, with the possibility of renewal for an additional three year term. For new members, the first year may be considered a "trial" year to assess the fit of the members expertise with the needs of the Steering Committee. The term of a member may be less than three (3) years on a trial basis to ascertain interest in continuing to serve on the Committee. Prior to the end of each term, the Pediatric CAM Network Director, in consultation with the Network Coordinator, shall consider whether they should recommend the re-appointment of each Member at Large for a further term of three (3) years. Consideration shall be given to the contribution and attendance of each member at Committee meetings and such other factors that are deemed relevant. The membership of the Steering Committee will be reviewed as required to ensure an appropriate balance and to reflect current CAM issues. Steering Committee members will be asked to suggest possible new members and all potential candidates will be reviewed by the committee.

## **2.4 Sister Organizations**

The Network Steering Committee may determine that other networks may be complementary to PedCAM vision, mission, and objectives and offer them special status as “sister organizations” under a memorandum of understanding (sample attached). Network leaders of sister organizations shall be invited to attend Steering Committee meetings, and may participate as non-voting members, but are not required to attend.

### **2.4.1. Sister organization: Canadian Interdisciplinary Network for Complementary and Alternative Medicine Research (IN-CAM)**

As a sister organization, IN-CAM network leadership may identify an IN-CAM Representative to join the PedCAM Network Steering Committee as a non-voting member.

The IN-CAM Representative shall:

- Speak on behalf of IN-CAM.
- Work with PedCAM to develop opportunities for cooperation between the two networks.
- Assist the Chair in the execution of duties.

Appointment: An IN-CAM Representative shall hold office as long as the networks remain sister organizations. There is no minimum or maximum time this representative must serve.

### **2.4.2. Sister Organization: International Pediatric Integrative Medicine Network (IPIM)**

As a sister organization, IPIM network leadership may identify an IPIM Representative to join the PedCAM Network Steering Committee as a non-voting member.

The IPIM Representative shall:

- Speak on behalf of IPIM.
- Work with PedCAM to develop opportunities for cooperation between the two networks.
- Assist the Chair in the execution of duties.

Appointment: An IPIM Representative shall hold office as long as the networks remain sister organizations. There is no minimum or maximum time this representative must serve.

### **2.4.3 Sister Organization: Children’s Complementary Therapy Network (CCTN)**

As a sister organization, CCTN network leadership may identify a CCTN Representative to join the PedCAM Network Steering Committee as a non voting member.

The CCTN Representative shall:

- Speak on behalf of CCTN.
- Work with PedCAM to develop opportunities for cooperation between the two networks.
- Assist the Chair in the execution of duties.

Appointment: A CCTN Representative shall hold office as long as the networks remain sister organizations. There is no minimum or maximum time this representative must serve.

## **2.5 PedCAM Network Steering Committee Sub-Committees**

The Steering Committee may establish ad-hoc committees to address specific issues of relevance to its work or to organize particular events focused on children and CAM. Individuals who are not steering committee members may be recruited to participate on these ad-hoc committees.

## **2.6 International Advisory Board**

The PedCAM International Advisory Board (IAB) is to provide international advice on the governance of the Network, and its activities and projects as it moves forward in developing international linkages. IAB members are not involved in the day to day running of the network, but their experience and advice is invaluable in guiding the network.

The PedCAM Network IAB will have up to 10 members at any given time. The membership should reflect various disciplines and geographic regions around the world with an interest in Pediatric CAM. The PedCAM Steering Committee will appoint members to the IAB. IAB members may hold a concurrent role on the PedCAM Steering Committee as a Sister Organization member.

The IAB Representatives shall:

- Provide international advice on the governance of the network.
- Participate in twice yearly IAB teleconferences

Appointment: International Advisory Board members shall be appointed for terms not exceeding three (3) years. The term of a member may be less than three (3) years on a trial basis to ascertain interest in continuing to serve on the Committee. Members may be re-appointed to the Committee for a maximum of one further term of three (3) years. Prior to the end of each term, the Pediatric CAM Network Director, in consultation with the Network Coordinator, shall consider whether they should recommend the re-appointment of International Steering Committee member for a further term of three (3) years to the PedCAM Steering Committee. Consideration shall be given to the contribution and attendance of each member at Committee meetings and such other factors that are deemed relevant (e.g. support of PedCAM initiatives, etc.).

## **3. General**

### **3.1 Confidentiality**

All committee members, including IAB and subcommittee members, shall respect the confidentiality of matters brought before them by the Network.

### **3.2 Quorum**

A majority (51%) of voting PedCAM Steering Committee members are required to achieve quorum.

## **Pediatric Network Steering Committee Members:**

Sunita Vohra (Network Director and Chair)	Joanne Mekdara (Network Coordinator and Vice-Chair)
Pankaj Shah (CCTN Network, non-voting)	Marja Verhoef (IN-CAM, non-voting)
Lawrence Rosen (IPIM Network, non-voting)	Isabel Marc (member at large)
Tannis Jurgens (member at large)	Trish Dryden (member at large)
Christine Harrison (member at large)	