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**COMMITTEE TERMS OF REFERENCE**

**RESEARCH ENGAGEMENT COMMITTEE (REC)**

 **COMMITTEE TYPE**

Standing

**PURPOSE / ROLE**

* The role of the REC is to develop initiatives that focus on research engagement activities across the life-cycle of research work.
* The REC is responsible for fostering engagement with both members and external beneficiaries at various stages of research, not only at the dissemination stage.
* The REC aims to guide the development of various activities that address members’ research needs, including, for example, mentoring in grant writing and publishing, partnering with industry or community, and developing commercialisation strategies for research. The REC will also guide the establishment and maintenance of a range of dissemination strategies for members to share research results with scholarly and practitioner communities.
* The work of the REC will be on high, strategic-level work to guide the development of, for example:
	+ The ASIS&T brand as a leader in information science research engagement;
	+ Research-related dissemination and engagement activities;
	+ Networking/collaborative opportunities between researchers and practitioners; and,
	+ Other strategic initiatives to inform evidence-based practice change and/or the dissemination of information science research, globally.
* **The Committee will identify potential nominees for the Research in Information Science Award, the Best Information Science Book Award and the Best JASIST Article Award and will encourage nominations for the Award.**

**COMPOSITION**

* The membership of the REC is comprised of a Chair and Vice-Chair, and up to 7 additional ASIS&T members.
* The President will assign a Board Liaison to the Committee each year (see the Liaison Job Description for more information on this role.)
* The Executive Director will serve as the staff liaison to the Committee
* Subcommittees and/or task forces may be developed to support the activities of the REC as new initiatives are identified and/or disbanded as particular projects are completed.
* The Vice-Chair may be selected from sitting committee members, in which case the committee member would be replaced for the remainder of their term. Committee members appointed to complete the term of a Chair are eligible to continue with a full 2-year term appointment as Chair following on the replacement term.

**ACCOUNTABILITY**

* The Chair is responsible for reporting on the timing of upcoming meetings and activities of the group with the Board Liaison on a regular basis.
* The Chairs of the REC will liaise with other ASIS&T committees when needed.

**MEANS OF CONDUCTING WORK**

* Committees should meet at least quarterly, at least 4 weeks in advance of scheduled Board meetings, in order for the Committee to prepare a report for the Board.
* The Chair should communicate with the Board Liaison on a regular basis about the timing of meetings and report content. In addition, all committees will meet during the Annual Meeting; virtual attendance (e.g., by Skype) is encouraged to engage with members who cannot attend in person. Attendance at the Annual Meeting during the term of committee membership is highly recommended for all committee members.
* The Chair will organize and chair meetings. The Vice-Chair will act as Secretary for meetings.
* Topics for the agenda of meetings will be prepared by Chair.
* The agenda and meeting notes will be circulated by the Vice-Chair to members of the Committee as directed by the Chair.
* Meetings will include a variety of means of engagement, including, most often, small group discussion.

**RESPECTIVE DUTIES**

**COMMUNICATION AND RESOURCE SHARING**

* The REC will use the ASIS&T Community platform to conduct committee business and to communicate among committee members. ASIS&T staff will ensure that all documents housed on the community platform are organized in such a fashion as to provide adequate institutional knowledge to allow committee members to come up to speed on committee issues quickly. Committee members are expected to familiarize themselves with the committee’s purpose and charge, as well as background materials housed on the platform.
* Confidential materials and/or copyrighted materials will not be shared via the ASIS&T Community platform.
* If Association documents that the Committee needs to use contain information not intended for wider sharing within the Association, this information will be redacted by the Vice-Chair before it is made available to Committee members.

**SELF-EVALUATION**

* Each year (prior to the Annual Meeting), the Chair of the REC will lead members in a review of its relevance, the value of its work, and its terms of reference.

**OTHER CONSIDERATIONS**

* The Research Engagement Committee will demonstrate the values outlined in the ASIS&T Diversity Statement in all deliberations and decisions regarding ASIS&T products and programs. The statement is as follows:

The ASIS&T community is committed to the values of diversity and inclusion, which we believe support our efforts to achieve and sustain excellence in the information science and technology field. We strive for diversity in all its forms, including but not limited to age, race and ethnicity, gender, sexual orientation, religion, disability, geographic location, socioeconomic status, or education level. We believe that we can best promote excellence by engaging diverse group members and other stakeholders and providing opportunities at all levels of engagement for any individual or group that shares these values. ASIS&T leaders, volunteers, and staff will strive to keep diversity and inclusion at the forefront of all program planning and development efforts in order to ensure the most welcoming and engaging environment possible for our stakeholders.

**CRITICAL DEADLINES**

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| **Event** | **Date** |
| Vice-Chair Appointment | 2 months before Annual Meeting |
| Committee Vacancy Appointment | 1 month before Annual Meeting |
| Report to Board | 1 month prior to scheduled Board meetings (tbd) |

***Approved by the ASIS&T Board of Directors on September 5, 2018.***

**2019-2020 Charge**

1. Develop a plan for delivering a symposia series.
2. Work with the Annual Meeting Program Committee to deliver a Doctoral Colloquium at the 2020 Annual Meeting.

Strategic Plan Goals related to the REC:

2.1.2 Support virtual networking and collaboration between academics and professionals, for example by launching the First Draft, which is a pre-proposal, pre-publication, pre-presentation virtual space for ASIS&T members for frank and open discussions about their ideas.

3.2.5 Provide more publication support (e.g., pre-previewing and providing “First Draft” feedback on ideas, proposals, posters, and papers; offering mentoring activities to help writers).