



Nursing Best Practice Research Centre  
Centre de recherche sur les Pratiques  
Exemplaires en Soins Infirmiers

## **Nursing Best Practice Research Centre Terms of Reference - Membership Committee**

### **Purpose:**

The role of the Membership Committee is to ensure that the membership structures and processes are consistent with the strategic vision and enable an active membership for the achievement of NBPRC's goals.

### **Functions:**

1. Review and approve new NBPRC individual and organizational applicants.
2. Review and approve NBPRC membership renewals.
3. Monitor effectiveness of NBPRC membership policies and procedures and make recommendations as appropriate.

### **Members:**

- 2 NBPRC Associate Directors – one each from UO and RNAO (to act as Co-Chairs)
- 1 NBPRC Investigator Member
- 1 NBPRC Decision-maker Member
- 1 NBPRC Organizational Member
- 1 NBPRC Graduate Student Member

### **Nomination procedures**

The NBPRC Co-Directors are responsible for nominating members and administrative staff from their respective organizations.

### **Reporting**

The NBPRC Membership Committee reports to the NBPRC Steering Committee.

### **Meetings**

Meetings of the NBPRC Membership Committee are scheduled quarterly at minimum, and are normally held via teleconference. Representatives and administrative staff from RNAO and UO may also participate in team meetings, as required. RNAO and the UO will share equal responsibilities in coordinating the teleconference, chairing the meetings, preparing the agenda, and taking and distributing the minutes.



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**Voting Procedure:**

Each member of the NBPRC Membership Committee will have one vote.

The decision- making process will reflect the following format:

1. Clear definition of the decision to be made following sharing of all information relevant to the decision.
2. Open discussion of the decision.
3. The NBPRC Membership Committee will use the 'consensus model' when making decisions whereby a collective opinion is arrived at by a group of individuals working together under conditions that permit open and supportive communication, such that everyone in the group believes she or he has had a fair chance to influence the decision and can support it to others. <sup>1</sup>
4. In the case where reaching a consensus is a challenge, the Chair will ask if members "can live with the decision, or position" and if not what could be changed that would make the difference for them. The process will continue in this fashion until the entire group reaches a point where they can live with the decision or position. If this does not happen it may signify that the group is not ready to make a decision at this time. However, if the decision must be made, and consensus cannot be reached then the majority view, obtained by vote, would rule.