

RESEARCH COMMITTEE TERMS OF REFERENCE

Purpose

The purpose of the Research Committee (the Committee) is to promote, foster, and facilitate high quality research to improve the care of patients with heart failure disorders through creation of knowledge and its translation into best practices. The Committee was first confirmed in 2017.

Membership

The Committee is to represent proportionally as much as possible the breadth of CHFS' membership, including:

- Geographic & regional representation
- Gender
- Academic/community

The membership of the Committee shall consist of a minimum of five (5) members to a maximum of seven (7), including:

- One (1) Chairperson, appointed by the CHFS Executive
- At least one (1) Allied Health Professional/Nursing member
- At least one (1) Early Career member (determined as first seven years of practice)
- At least one (1) Member-in-Training

The term shall be two years in length and on a staggered basis to ensure continuity.

Selection

- A call for Committee members will be advertised each year in May to replace retiring members.
- The Committee Chair will select new members from the list of candidates prepared by the CHFS Secretariat from the call.
- When required, a new Committee Chair will be identified by the CHFS Executive from the call for members.

Specific Mandates

- Develop a research strategy, agenda, and outcomes that are aligned with the Society's vision and mission.
- Develop a communications strategy for both internal and external needs.
- Foster and facilitate research.
- Develop strategies to expand research capacity.
- Promote collaboration and research amongst CHFS members and with the broader community.
- Evaluate all research proposals presented to the CHFS.

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- Coordinate the annual CHFS HF Update Trainee Research Competition in liaison with the CCS Affiliates Manager.

Meetings

The Committee will conduct meetings at least twice a year and as often as necessary to accomplish its purposes.

Reporting

The Committee shall provide minutes of its meetings to the CHFS Executive. Matters of substance shall be referred to the CHFS Executive for consideration and final decision. An annual report will be presented at the CHFS Annual General Meeting each year.

Accountability

The Committee is accountable to the CHFS Board of Directors and Executive.

Last Updated: May 13, 2023
Last Approved: February 26, 2018