

## Sepsis Canada Steering Committee Terms of Reference

### 1. Purpose

- a. Describe membership and our commitment to diversity.
- b. Outline the principal responsibilities of the committee.
- c. Outline meeting procedures and decision-making processes.

### 2. Membership & Commitment to Diversity

The Steering Committee includes all members of the Executive Committee, selected members from network teams, senior and early career researchers within the Canadian scientific sepsis community and patient partners. Observership positions are open to network trainees and exist to foster capacity building. The Sepsis Canada Steering Committee representation table is used to capture committee composition and outlines voting and non-voting positions.

The Steering Committee will reflect the diversity of Sepsis Canada and will be composed of:

- 50% women (+/- 10%)
- At least 20% early and mid-career investigators
- At least 25% team leads or project leads
- At least 15% members with pediatric expertise
- At least 20% members from a black, indigenous and person of color demographic
- A member from each Canadian Institute of Health Research pillar of research
- 2 patient partners

Members may fulfil multiple roles. The Sepsis Canada Steering Committee will be composed of 18 voting members, 1 moderator and 3 observerships at any one time.

Membership will be staggered (with the exception of Scientific Directors who will serve on the committee so long as they are in their Director role). Every 2 years, 50% of the committee will rotate. Active members will voluntarily step down. If there are not sufficient members that step down, Scientific Directors will ask members to step down following the Steering Committee Rotation Criteria. Committee diversity will be considered when asking members to participate in the committee.

### 3. Principal Responsibilities

The Steering Committee will partake in most reflections and decisions impacting the network. The Steering Committee members are expected to contribute suggestions, ideas, constructive criticisms. Other contributions include:

- Approve and monitor performance indicators
- Approve and monitor the application of management and corporate policies (e.g. conflict of interest)
- Review and monitor the overall scientific direction of the network
- Review, approve, and monitor the allocation of funds
- Approve and monitor annual operating plans
- Approve and monitor partnerships



- Advise the Executive Committee and help ensure cohesion within the network as well as with various communities and professional societies

#### **4. Meeting Procedures and Decision-Making Processes**

Meetings:

- Will be held approximately 4 times per year. Meetings will be held more frequently (at most monthly) during the first two years of the network. Meeting frequency may be adjusted as needed.

The Steering Committee members will:

- Review meeting agendas and pre-circulated documents prior to the meetings. Meeting material will be circulated at least 5 business days prior to the meeting.
- Attend scheduled meetings and provide input. If unable to attend a scheduled meeting, members will provide input via email.
- Review circulated minutes and recordings as needed.

The Steering Committee will strive for consensus all of the times. When consensus cannot be achieved, decision making will proceed via a simple majority. Decision making (consensus or voting) may occur during the meeting. Members that did not attend the meeting will be given the option to partake in decision making up to one week after the meeting recording and minutes have been distributed via an email poll.

A quorum consists of 75% of voting members providing their input in person or by review of the recorded meeting and discussed material via email.

