

Centre for Studies on Poverty and Social Citizenship
School of Social Work
Carleton University
Terms of Reference

Mission

The mission of the Centre for Studies on Poverty and Social Citizenship (the Centre) is to generate critical and innovative knowledge about poverty and social citizenship that can be used to inform both social work policy and practice in schools of social work and in our communities. In focusing on social citizenship, the Centre aims to address reducing poverty and inequality not only in terms of meeting people's basic needs, such as decent food, clothing, and shelter, but also ensuring that all people are able to fully participate in society free of all forms of exploitation. This means expanding on the social welfare role of the state to ensure that a basic standard of social citizenship is achieved for all.

Goal

The overall goal of the Centre is to conduct and support high quality research and knowledge mobilization on both policy and practice related to poverty, and social citizenship.

Objectives

The main objectives of the Centre include:

1. To partner with local, provincial, national and international organizations whose work is related to poverty reduction and social citizenship and support their efforts by providing high quality research to demonstrate the effectiveness of their work.
2. To disseminate the results of the Centre's research or research conducted by other organizations involved in poverty reduction and social citizenship through public events such conferences and workshops, or through the publication of journal articles and/or policy papers.
3. To provide research opportunities for social work students interested in poverty reduction and social citizenship by creating research assistant positions and/or by supporting Carleton School of Social Work student research through student participation in conferences and workshops, or through the publication of their research in journal articles and/or policy papers.

Management Committee

The Management Committee of the Centre shall consist of at least 12 members.

1. The Chair of the Centre, who is a full time faculty member of the School of Social Work
2. The Director of the School of Social Work
3. The FPA (Faculty of Public Affairs) Associate Dean of Research (Ex Officio)
4. One or two additional full time faculty members of the School of Social Work
5. One or two full time faculty members from other departments within Carleton University or other universities
6. One or two representatives of Professional Social Work Associations
7. One or two members representing community social work/social welfare organizations from within the Ottawa Region
8. One or two Social Work Students

Terms of Office for Management Committee Members

The term of office for all Management Committee Members shall be 2 years, which will run from the day of their appointment. Committee members may be re-elected, with no limit of committee membership renewal.

Role of Chair

The Chair of the Management Committee of the Centre:

1. Calls meetings, prepares the agenda and chairs the meetings,
2. Acts as the Centre's representative between meetings, and;
3. Hires and supervises the student research assistants.

Role of Committee Members

Management Committee Members of the Centre:

1. Attend Management Committee meetings,
2. Participate in subcommittees to study and pursue projects in greater detail and report back and make recommendations to the general Management Committee.

Election of New Members

Should there be a vacancy on the Management Committee, the chair will invite nominations for the position. Alternatively, should there be a request from an individual to join the Management Committee, the chair may accept the nomination from this individual. The candidate(s) will be asked to submit a letter of interest along with a short biography to the Management Committee. The Committee members will then vote by majority (50% plus 1) to approve or reject each candidacy.

Frequency of Meetings

The Management Committee of the Centre will hold a minimum of four meetings during the academic year.

Quorum

Quorum for each meeting will consist of a minimum of five members, including the Chair.

Rules of Order

The meetings will be governed by Robert's Rules of Order (Robert, 2011).

Decisions

Ideally, while most decisions will be made during the Management Committee meetings, if needed, decisions could be made during a teleconference. Efforts will be made to reach decisions through consensus. If this cannot be achieved, decisions will be made through a simple majority vote of members present, when quorum is achieved (i.e. 50% plus 1).

Staffing

The Centre will be staffed by at least one Administrative Assistant who will report to the Chair of the Centre. (See position description in Appendix A)

Requests for Research

The Chair of the Centre will invite or receive formal requests for research from local, provincial, national and international organizations on projects related to poverty and social citizenship. The projects could include research requests that involve a partnership between the Centre and organizations, or assistance in organizing conferences, symposia, and other public events to enable knowledge mobilization on topics related to the Mission of the Centre.

Approval Process

Written requests for research will be circulated to members at least seven days prior to a Management Committee Meeting. During this meeting, should the Management Committee agree (in principle) on the appropriateness of the request, a subcommittee made up of members will be formed. This subcommittee, which will include the Chair and one other member, will study the ways and means of the request and make a recommendation to the Management Committee to accept, accept with revisions, or reject the request. The Management Committee will then make a decision to accept the recommendation of the subcommittee or return the request to the subcommittee for further study. In addition to determining the appropriateness of the request in terms of its consistency with the Mission Statement of the Centre, the Management Committee will also look at whether adequate funding is available to conduct the research. If

there is urgency in making decisions because of, for example, funding deadlines, decisions could be made by a teleconference.

Approved by the Management Committee on September 27, 2016.

APPENDIX A

Position Description for CSPSC Administrative Assistant

Qualifications

1. Excellent writing and verbal skills.
2. Strong administrative and organizational skills.
3. Knowledge of research both qualitative and quantitative.
4. Familiarity with computer programs; Word, Excel, Skype, N Vivo and SPSS.
5. Knowledge of local, national, and international organizations dedicated to the reduction of poverty and the promotion of social citizenship.

Tasks

1. Assist the Chair in organizing meetings with the Management Committee as well as with community organizations.
2. Take minutes of meetings.
3. Receive and respond to phone and email messages for the Centre.
4. Assist the Chair and local, national, and international organizations in preparing written proposals.
5. Assist in the writing of grant applications for research, workshops, and conferences.
6. Other duties as determined by the Chair and Management Committee.
7. Management of the Centre's website.

Hours

Up to ten hours per week

Salary

The salary will range from \$20 to \$30 per hour depending on the qualifications.