



# **Centre for Research on Children and Families**

*Research for effective programs and policies  
for vulnerable children and youth and their families*

**Mission Statement**

**and**

**By-Laws**

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## Mission

### Mission Statement

**The Centre conducts and disseminates research on effective programs and policies for vulnerable children and youth and their families.**

Vulnerability is broadly defined to include social, family, emotional, cognitive and health related problems that place children and youth at risk of developing serious psycho-social problems and not being able to achieve their full developmental potential. These can include a range of problems such as poverty, family violence, youth violence, mental health problems and disabilities.

Programs and policies include prevention and intervention programs to support vulnerable children and their families that have been developed in a range of settings, including but not limited to child welfare, children's mental health, education, recreation, and health care.

### Mandate

The Centre Mandate is to:

- i. **conduct research** on effective prevention and intervention programs for vulnerable children and their families, including (i) research to understand risk and protective factors, (ii) efficacy and cost-effectiveness of prevention and intervention programs, (iii) analysis of administrative datasets to describe services and track outcomes, and (iv) in-depth studies to explore process and contextual factors that effect program implementation;
- ii. **develop partnerships** between researchers, service providers and policy makers, with a specific focus on (i) promoting research in partnership with the Centres intégrés de santé et de services sociaux and other local health and social service agencies, particularly organizations serving the Anglophone community, and (ii) providing a bridge between Quebec's extensive network of francophone community-university child and family research groups and other McGill, Canadian and international research groups focusing on vulnerable children and youth;
- iii. **provide research training** for graduate and post-graduate students, as well as supporting the development of research capacity in child and family service agencies;
- iv. **ensure timely dissemination** of Centre-based research in a manner that is accessible and relevant to policy makers and service providers.

## By-Laws

In accord with the university regulations for Research Centres at McGill, the following by-laws describe the governance structure for the Centre for Research on Children and Families (the Centre).

### 1. Location

The Centre is located at McGill on the ground floor (suite 106) of Wilson Hall at 3506 University Street.

### 2. Governance and Management

The Board oversees the functions and governance of the Research Centre. The Board's procedures and membership are determined by the Centre's by-laws that are approved by the University's Academic Policy and Planning Committee (APPC). Amendments to the by-laws must be approved as per By-Law #11.

Fiduciary responsibility for the Centre rests with the offices of the appropriate McGill University signing officers (see By-law #8). Board members are not financially responsible for the Centre.

The Director of the Centre is responsible for the management and reports to the Dean of Arts, who, or whose delegate, acts as Chair of the Board. In the event of an extended absence of the Director, an Associate Director can manage the Research Centre.

### 3. Membership of the Board

The Board of the Research Centre has minimum of 8 members: the Dean of Arts (or delegate), the Vice-Principal Research (or delegate), the Director of the School of Social Work, the Director of the Centre, at least one representative from a health and social service agency (who is not a member of the centre and assists the Centre in developing partnerships as mentioned in the mandate), two active Full Members of the Centre, and a Graduate Student Member of the Centre (see By-Law #8 for definitions of Membership).

The two Full Members and the Graduate Student Member will be elected by Centre members at a Centre Annual General Meeting, for a term of three years for faculty and two years for students or post-doctoral fellows. If a Board member elected in this manner ceases to be a Full or Graduate Student Member of the Centre, he/she ceases to be a member of the board. A new member will be elected at the subsequent Annual Meeting. The external member will be elected by the Board for a three year term.

Other board members who lose their qualifying status also cease to be board members.

#### **4. Appointment of the Director**

##### 4.1 Internal

Recommendations for nomination(s) for the Director and, if necessary, the Associate Director of the Research Centre will be made to the Board by a subcommittee consisting of at least the Vice-Principal (Research) (or delegate) as Chair, two active Full Members of the Centre, the director of the School of Social Work, and one other member of the Board named by the Chair of the Board

##### 4.2 External

If necessary, the Board may decide to conduct an open search for a Director. The search committee shall be chaired by the Chair of the Board and shall include the director of the School of Social Work, two additional members of the Board named by the Chair of the Board and two members appointed from the Staff Selection Promotion and Tenure Committee (SSPTC).

The recommendation(s) of the Board for the appointment(s) of a Director and, where applicable, an Associate Director will be conveyed to the Provost by the Dean of Arts. The Provost has the responsibility of approval of the appointment(s).

The appointments of the Director and, where applicable, Associate Director will normally be for a term of two to five years, with a cumulative limit of ten years.

The Director shall have a faculty appointment in the School of Social Work.

The positions of Director and Associate Director of the Research Centre do not automatically involve any teaching release. Decisions on teaching release are the responsibility of the Chairs/Directors of the home units of the Director and Associate Director of the Research Centre.

#### **5. Meetings of Board**

The Board must meet at least once a year to receive the annual report, review activities and membership, approve the budget, and help resolve any difficulties that may have arisen during the past year. It may meet more often if necessary. Five members constitute a quorum, except for the meetings foreseen by By-Law #11.

An Extraordinary Meeting of the Board will be convened if a written request to do so, signed by at least two thirds of the Full and Associate Members of the Centre, is submitted to the Chair of the Board.

## 6. Annual Report

The Annual Report will include all financial details of the operation of the Centre over the previous fiscal year and a description of the Centre's activities. The Annual Report will be presented to the Board for approval. Following its approval, the Annual Report will be submitted to the Vice-Principal (Research), in his/her capacity as the chief research officer of the University. The year of reference for the Centres' activities is deemed to be April 1<sup>st</sup> to March 31<sup>st</sup>

## 7. Forward Plan and Budget

A Forward Plan and budget for the Centre shall be prepared by the Director and submitted to the Board for approval prior to June 1<sup>st</sup>. The plan shall include proposed research activities for the coming year and strategies for future development of the Centre. The budget shall present the costs of operating the Centre and propose allocations of Centre funds to Members' research projects. Appeals concerning resource allocation can be brought by Full and Associate Members to the Board, whose decision will be final.

## 8. Research Agreements, Contracts Grants and Gifts

The Research Centre does not have the right to enter into research agreements, grant or contract agreements without the co-signatures of the appropriate University signing officers. Similarly, gifts to the Centre must be managed through the appropriate University channels.

## 9. Centre Membership

Centre Members include researchers, students and community professionals whose work and interests are consistent with the Centre's mission and mandate.

The Centre has five types of membership covering the following categories of membership:

- 1. Full:** A senior researcher, such as a faculty member, whose principal research affiliation is with the Centre; in consequence, he/she cannot be a Full Member of more than one McGill Research Centre.
- 2. Associate:** A senior researcher, such as a faculty member, or a senior community professional, with significant research affiliation with the Centre; a researcher or community professional can be an Associate Member of more than one McGill Research Centre.
- 3. Visiting:** A visiting scholar, appointed to the Centre by the Director for a limited term.
- 4. Postdoctoral Scholar/Research Associate:** A postdoctoral scholar or research associate with significant research affiliation with the Centre.

**5. Graduate Student:** A graduate student with significant research affiliation with the Centre.

Nominations for new Full and Associate Members of the Centre must include full curricula vitae, a statement of interests referring to the Centre's mission and mandate and letters of support and must be submitted to the Board for approval. Nominations for Visiting Scholars, Postdoctoral Scholars, Research Associates and Graduate Students must be approved by the Director and submitted to the Board for information.

Terms of membership are renewable, and each term will be up to five years for Full and Associate Members, up to two years for Student Members and Postdoctoral/Research Associate Members, and up to one year for Visiting Members.

All Members are eligible to vote at the Annual General Meeting.

## **10. Annual General Meeting**

There will be an Annual General Meeting of all members of the Centre during which the Annual Report will be presented for information and elections will be held for any vacant Board positions. All members are eligible to vote. The meeting will be chaired by the Chair of the Board who will determine how votes will be held.

## **11. Changes to by-laws or Mission Statement**

Changes to by-laws or the Mission Statement must be approved by the Board. Proposed changes must be submitted in writing to all Board Members at least one month before the vote. The vote requires a two-thirds majority and the presence of at least six Members. Members who cannot attend may submit their vote to the Chair in writing.

Final approval of any changes to the by-laws or the Mission Statement must be approved by the University's Academic Policy and Planning Committee (APPC).