

The COMPASS Team
Roles and responsibilities

1/30/20

The COMPASS Team (Team) has ultimate responsibility for directing the activity of the COMPASS Program (Program), ensuring it is well run and delivering the outcomes for which the Program has been established. The Team may consider any issue that has the potential to affect the COMPASS Program.

The Team provides leadership by:

- **Integrity.** Team members are accountable for the continued development and implementation of the COMPASS Program. As part of their leadership role, Team members set a standard for conduct i.e. acting with integrity that is mirrored throughout the Program. Failure to act with integrity will have major, damaging implications for the reputation of the Program.
- **Efficiency.** Efficient teams are more likely to be able to secure and retain the commitment and enthusiasm of all their members. This has to make organizing the Team's work effectively a high priority.
- **Understanding.** Members should have a good understanding of the work and goals of the Program. This includes an awareness of the vision, values and mission, strategic and operational plans, staffing, monitoring and evaluation relating to the Program's success.
- **Members.** Members of the Team are individually, and collectively, committed to:
 - upholding the values and objectives of the COMPASS Program;
 - giving adequate time and energy to the duties of being a Team member;
 - acting with integrity and avoiding or declaring personal conflicts of interest;
 - being responsible for making decisions in concert by all members of the Team.

Membership and Vacancies

The Team is composed of no more than nine (9) members. Membership shall be representative of the diversity of stakeholders involved in research administration. Vacancies shall be filled from the COMPASS alumni or instructor roster by appointment by a majority of the Team.

Segregation of Duties

While the Team retains overall responsibility for directing the activities of COMPASS, it is acceptable for the Team to delegate certain tasks to particular Team members, staff or volunteers. Sub-committees are established so that a small group of Team members (and sometimes co-opted experts) may focus in detail on a particular issue. This allows the Team to ensure that sufficient attention is being paid to the detail of specific issues without one topic dominating the Team agenda at every meeting. However, the Team will be held ultimately accountable for the Program's activities. The Team therefore needs to ensure that responsibilities are clearly delegated, with effective controls and regular reporting, in order to protect the interests of the Program.

The Executive Sub-Committee

The Executive Sub-Committee is a sub-committee of the COMPASS Team.

Membership: The Sub-Committee shall consist of three members of the Team, the Coordinator of the Program as *ex officio* and the current representative from Contracts and Grants Administration as *ex officio*.

Appointment of Sub-Committee: The Team shall at their first meeting following the completion of the COMPASS Certification Course in each year, determine the members of the Executive Sub-Committee

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for the following calendar year. Members (exclusive of the *ex officio* members) shall be appointed to staggered one-year terms to avoid the simultaneous expiration of all terms.

Casual Vacancies: The Team, from among its members, shall fill casual vacancies occurring in membership of the Sub-Committee.

Frequency of Meetings: The Sub-Committee shall meet not less than 3 times in each calendar year. A quorum at each meeting shall be three members.

Record of Meetings: The Sub-Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Team.

Functions of the Executive Sub-Committee:

- Advise the Team on all matters related to instruction, including the course of studies, changes in curriculum, changes in enrollment processing, instructor status, and assessments.
- Discuss with the Team their evaluation of the COMPASS courses and recommended modifications of practice and changes in curriculum.
- Consider new programs and courses recommended by the Team when they constitute an extensive alteration in instructional content or approach.
- Make recommendations to the Team on all enrollment and personnel matters, curriculum development and changes, suggested need for additional sub-committees.
- The agenda for each Team meeting shall be set by the Executive Sub-Committee and distributed to all Team members at least seven days prior to the meeting date.

The Team is responsible for the final decision on all matters brought to the Team by the Executive Sub-committee.