

## Physical and Health Education Canada Research Council (PHECRC) Executive Position Descriptions Updated February 2022

*\*While the PHECRC Executive Positions are voluntary, we recognize the importance of diversity (e.g., representation from individuals from equity-deserving groups) within the executive and strive for a diverse representation of members on the PHECRC who reflect the diverse regions, groups, and individuals we serve and aim to serve.*

### **Past-Chair**

The *Past-Chair* serves as a voting member of the PHECRC Executive for one term (note that term here is one PHECRC Annual General Meeting [AGM] to the next). This term will commence immediately following their term as Chair. The intent of this position is to provide the Chair with assistance when needed/requested, offer historical insight, and add continuity to the PHECRC Executive.

The roles and responsibilities of the *Past-Chair* include:

- Serve as a voting member of the PHECRC Executive.
- Attend ongoing PHECRC Executive meetings (mostly teleconference) and the Annual General Meeting (AGM).
- Provide an historical perspective and assist with ensuring continuity/stability of PHECRC activities as needed.
- Assist the PHECRC Executive as needed/requested in carrying out the goals/tasks/mission/objectives of the PHECRC by performing duties and tasks assigned by the Chair.
- Co-lead (with the Chair and Chair-Elect) any revisions/additions/updates that need to be made to the PHECRC Terms of Reference.
- Assist the Chair as appropriate in the performance of their duties whenever requested/required by the PHECRC Executive (e.g., attend or represent the PHECRC when the Chair is unable to do so).
- Serve as an advisor, providing guidance and assistance as needed/requested.
- Approve and manage finances in consultation and agreement with the PHECRC Executive.
- Oversee/lead PHECRC budget with assistance from PHE Canada.
- Review articles for *Revue phenEPS/PHEnex Journal*, as available and appropriate (normally two times per year).
- Sit on PHE Canada's Equity, Diversity and Inclusion (EDI) Committee.
- Help manage PHE Canada Research Council Twitter account.
- Present the EDI Scholarship at the AGM

### **Chair**

The *Chair* serves as a voting member of the PHECRC Executive for one term (note that term here is one PHECRC AGM to the next). This term will commence immediately following their term as Chair-Elect. The intent of this position is to act as the leader of the PHECRC Executive and represent the interests of the PHECRC.

The roles and responsibilities of the *Chair* include:

- Serve as a voting member of the PHECRC Executive.
- Organize and lead ongoing PHECRC Executive meetings (mostly teleconference) and the AGM.

- Liaise regularly with Physical and Health Education (PHE) Canada to ensure ongoing communication and collaboration.
- Represent the PHECRC when dealing with other organizations, government, media, etc.
- Lead or assign other members of the PHECRC Executive as needed/requested to carry out the goals/tasks/mission/objectives of the PHECRC.
- Advise and assist the PHECRC Forum Organizing Committee Co-Chairs with the organization of the PHECRC Forum.
- Co-lead (with the Past-Chair and Chair-Elect) any revisions/additions/updates that need to be made to the PHECRC Terms of Reference.
- Present the Circle of Distinction Status and the PhD Level Emerging Scholar Award at the PHECRC Forum and again at the PHE Canada National Conference Awards ceremony.
- Complete a yearly report of all the PHECRC Executive activities to be presented at the PHECRC AGM.
- Work with the Graduate Student Representative to ensure graduate student engagement within the PHECRC is maximized.
- Coordinate Featured Researcher processes.
- Develop the RCE annual workplan.
- Attend PHE Canada Awards Committee meetings when invited / needed to discuss relevant issues regarding awards and bursaries (e.g., Circle of Distinction Status) specific to the PHECRC.
- Review articles for *Revue phenEPS/PHEnex Journal*, as available and appropriate (normally two times per year).

### **Chair-Elect**

The *Chair-Elect* serves as a voting member of the PHECRC Executive for one term (note that term here is one PHECRC AGM to the next). This term will commence immediately following their election at the PHECRC AGM. The intent of this position is to provide an opportunity for the elected individual to become familiar and comfortable with the PHECRC Executive and to learn from the Chair and Past-Chair before assuming the responsibilities of the Chair position. The Chair-Elect moves into the Chair position immediately following the next PHECRC Executive elections and then into the Past Chair position immediately following their term as Chair.

The roles and responsibilities of the *Chair-Elect* include:

- Serve as a voting member of the PHECRC Executive.
- Attend ongoing PHECRC Executive meetings (mostly teleconference) and the AGM.
- Become familiar with the 'PHECRC Terms of Reference' and co-lead (with the Chair and Past-Chair) any revisions/additions/updates that need to be made to this document.
- Assist the PHECRC Executive as needed/requested in carrying out the goals/tasks/mission/objectives of the PHECRC by performing duties and tasks assigned by the Chair.
- Oversee/lead (with the assistance of the Chair) the Graduate Student Emerging Scholar Award process (i.e., call for nominations, submission procedures, organization of review/adjudication, selection and notification).
- Present the Master's Level Emerging Scholar Award at the PHECRC Forum and again at the PHE Canada National Conference Awards ceremony.
- Serve as an advisor, providing guidance and assistance as needed/requested.
- Represent the PHECRC when the Chair and Past-Chair are unavailable.
- Lead and administer the nominations and voting procedures for vacant positions on the PHECRC Executive.
- Review articles for *Revue phenEPS/PHEnex Journal*, as available and appropriate (normally two times per year).

## **Member-at-Large**

The *Member-at-Large* is an elected position within the PHECRC Executive. There are three Member-at-Large positions, each position representing one of three regions across the country: one position will represent Western Canada (BC, AB, SK, MB, YT, NT), one position will represent Central Canada (ON, QC, NU), and one position will represent Atlantic Canada (NB, NS, NL, PE). If a region is unrepresented, meaning no one was nominated for a member-at-large position within one or more of the three regions, a member may represent a geographical area in which they do not reside. Individuals elected into one of the Member-at-Large positions serve as a member of the PHECRC Executive for two terms (note that a term here is one PHECRC AGM to the next). These positions are intended to provide the PHECRC Executive with regional perspectives and input.

The roles and responsibilities of the *Member-at-Large* include:

- Serve as a voting member of the PHECRC Executive.
- Attend ongoing PHECRC Executive meetings (mostly teleconference), and the AGM.
- Act as an advisor for the region they represent (Western Canada, Central Canada, Atlantic Canada).
- Solicit and collate input from regional members as needed.
- Liaise with physical and health education organizations within their specific region.
- Assist the Chair as needed/requested in carrying out the goals/tasks/mission/objectives of the PHECRC by performing duties and tasks assigned by the Chair.
- Share ideas, provide guidance, input, and expertise with the PHECRC Executive.
- With respect to the Research Council Featured Researcher, along with Research Council members, nominate colleagues from the region and/or share the nomination information and link with colleagues from the region.
- Review articles for *Revue phenEPS/PHEnex Journal*, as available and appropriate (normally two times per year).

## **Graduate Student Representative**

The *Graduate Student Representative* serves as a voting member of the PHECRC Executive for one term (note that term here is one PHECRC AGM to the next). This term will commence immediately following their election at the PHECRC AGM. The intent of this position is to represent and act as a voice for graduate students on the PHECRC.

The roles and responsibilities of the *Graduate Student Representative* include:

- Serve as a voting member of the PHECRC Executive.
- Attend ongoing PHECRC Executive meetings (mostly teleconference) and the AGM.
- Contribute to the PHE Canada PHECRC graduate student Twitter account weekly and manage the associated email address.
- Connect with the PHECRC Forum Organizing Committee Grad Student Liaison and assist where possible in graduate student engagement at the PHECRC Forum.
- Be a voice for graduate students at the PHECRC Forum.
- Complete a yearly report of all the graduate student related PHECRC activities to be presented at the PHECRC AGM.

## **PHE Canada Board Representative**

The *PHE Canada Board Representative* is an appointed position within the PHECRC Executive by the PHE Canada President. This position serves as a member of the PHECRC Executive until re-appointment from the PHE Canada President (normally one term according to PHE Canada timelines) and has voting privileges. The intent of this position is for the PHE Canada Board Representative to act as an informed intermediary, so that they can share PHE Canada Board positions, actions, and perspectives with the PHECRC and vice versa. This representative would also be expected to maintain a current PHECRC Membership.

The roles and responsibilities of the *PHE Canada Board Representative* include:

- Serve as a voting member of the PHECRC Executive.
- Attend ongoing PHECRC Executive meetings (mostly teleconference) and the AGM.
- Assist the PHECRC Executive as needed/requested in carrying out the goals / tasks / mission / objectives of the PHECRC by performing duties and tasks appropriate for the position and requested by the Chair.
- Facilitate communication between the PHE Canada Board and the PHECRC Executive.
- Submit a report at the AGM with support of the PHECRC staff liaison.
- Submit quarterly reports to the PHE Canada Board with support from the PHE Canada PHECRC staff liaison.
- Act as the intermediary/communication person between *Revue phenEPS/PHEnex Journal*, the PHECRC Executive, and PHE Canada Board.
- Attend *Revue phenEPS/PHEnex Journal* Editorial Board meetings when invited / needed to discuss relevant issues regarding *Revue phenEPS/PHEnex Journal*.
- Present the EDI Scholarship at the AGM

## **PHECRC Forum Organizing Committee – Co-Chair**

The *PHECRC Forum Organizing Committee – Co-Chair* is an elected position within the PHECRC Executive. There are two PHECRC Forum Organizing Committee Co-Chair positions. Individuals elected into one of the PHECRC Forum Organizing Committee Co-Chair positions serve as a member of the PHECRC Executive for two terms (note that a term here is one PHECRC Forum to the next). Ideally there is overlap between the two PHECRC Forum Organizing Committee Co-Chair positions so that at least one of the two Co-Chairs is in their second term. The intent of these positions is to lead the planning and delivery of the PHECRC Forum.

The roles and responsibilities of the PHECRC Forum Organizing Committee Co-Chairs include:

- Serve as a voting member of the PHECRC Executive.
- Lead PHECRC Forum Organizing Committee meetings.
- Communicate with members of the PHECRC Executive regarding all issues related to the PHECRC Forum.
- Work with PHE Canada and the PHECRC Executive to finalize planning/details of dates (e.g., abstract submission deadlines, registration deadlines, etc.), venue, and equipment/supplies for the PHECRC Forum.
- Oversee the abstract submission, abstract review, and presentations acceptance/rejection process for the PHECRC Forum.
- Develop the PHECRC Forum schedule, including the organization of session chairs/leaders, and planning associated with inviting and including a keynote speaker.
- Develop communications and promotions to be shared with all PHECRC members about the PHECRC Forum.
- Lead all portions of the PHECRC Forum with the exception of the AGM.

- Assist the PHECRC Forum Organizing Committee Graduate Student Liaison, where needed, in the organizing of the Graduate Student Social event.
- Attend ongoing PHECRC Executive meetings (mostly teleconference) and the AGM to provide updates on all issues related to the PHECRC Forum.
- Complete a yearly report of all issues related to the PHECRC Forum to be presented at the PHECRC AGM.
- Review articles for *Revue phenEPS/PHEnex Journal*, as available and appropriate (normally two times per year).

### **PHECRC Forum Organizing Committee – Graduate Student Liaison**

The *PHECRC Forum Organizing Committee – Graduate Student Liaison* is an elected position, which has non-voting status on the PHECRC Executive. It will be understood that individuals elected into this position will serve, in this position, as a member of the PHECRC Executive for one term (note that term here is one PHECRC AGM to the next). The intent of this position is to assist the PHECRC Forum Organizing Committee – Co-Chairs with planning and delivering the PHECRC Forum.

The roles and responsibilities of the *PHECRC Forum Organizing Committee – Graduate Student Liaison* include:

- Participate in PHECRC Forum Organizing Committee meetings.
- Advocate for student involvement and responsibilities in the PHECRC Forum.
- Work with the PHECRC Forum Organizing Committee to plan the PHECRC Forum.
- Connect with the Graduate Student Representative on the PHECRC Executive.
- Be a voice for graduate students at the PHECRC Forum (e.g., ensuring students have fair representation and opportunities for presentations and networking at the conference).
- Creation and submission of a proposal to offer a Graduate Student Social event as part of the PHECRC Forum.
- Collaborate with the PHECRC Forum Organizing Committee, the Graduate Student Representative on the PHECRC Executive, and other graduate students in the set-up and running of the Graduate Student Social event.
- Attend ongoing PHECRC Executive meetings (mostly teleconference), and the AGM.
- Contribute to the PHECRC Forum Organizing Committee – Co-Chair yearly report, highlighting graduate student issues related to the PHECRC Forum and, where appropriate, offer suggestions for improvement.