

## Physical and Health Education Canada Research Council Terms of Reference

### Overview

The Physical and Health Education Canada Research Council (PHECRC) is a national council organized under the auspices of, and supported by, Physical and Health Education Canada (PHE Canada).

The PHECRC is composed of a variety of professionals from across Canada and around the globe that have an interest in research related to physical and health education. These individuals include but are not limited to, university level professors and instructors, K-12 school teachers, researchers, and graduate students. Our particular areas of interest, although diverse, centre on topics and issues in physical and health education. Our research is conducted using qualitative, quantitative, and/or mixed methodology. Most of the members of PHECRC focus their work on aspects of physical and health education that would best be described as pedagogical, socio-cultural, or philosophical. Our primary focus is to use research to improve K-12 physical and health education experiences of students across Canada and around the globe.

### **PHECRC offers a unique opportunity within PHE Canada by:**

- Providing scholars and professionals the opportunity to engage in dialogue and share information related to PHE (e.g., listserv, website) across Canada.
- Providing a Forum to disseminate and encourage the advancement of knowledge in PHE through publications and professional development opportunities (e.g., *Revue phenEPS/PHEnex Journal*, *Physical & Health Education Journal*, workshops, and conferences).
- Providing support to research-related PHE Canada initiatives.

The relationship between PHE Canada and PHECRC is one of collaboration and support, and one that allows us to embark on opportunities to demonstrate leadership and engage in cooperative activities. The information below outlines

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the specifics of this cooperative working relationship.

### **What PHECRC does:**

- Organizes a professional development Research Forum that is normally held for one day prior to the PHE Canada Annual Conference, in the same location. The forum provides interested professionals such as, university level professors and instructors, K-12 school teachers, researchers, and graduate students with a common interest in PHE from across Canada the opportunity to meet, to share current research, and to establish and nurture professional networks.
- The PHECRC Listserv connects researchers, members, scholars and supporters. Messages are sent out by PHE Canada monthly.
- Supports, with PHE Canada, an online, open-access, peer-reviewed journal entitled *Revue phenEPS/PHEnex Journal (Physical and Health Education nexus/phénix Éducation Physique et à la Santé)*. This open-access online and bilingual journal is available to readers around the world, and while Canadian research is featured, global manuscript submissions are encouraged and welcomed.
- Collaborates with PHE Canada and our PHETE colleagues through the following: advocacy work, consultation work, engagement in the offering of input and feedback for research projects and policy decisions.
- When adequate applicants are present, select and present two emerging scholar award winners; normally, one award will be presented to a Master's student and one award will be presented to a Doctoral student at the PHECRC Forum.

### **Composition of PHECRC Executive:**

1. Chair
2. Chair-Elect
3. Past-Chair
4. PHECRC Forum Chair/Co-Chair
5. PHE Canada Board of Director Representative

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6. PHE Canada Staff Liaison (Secretary)
7. Graduate Student Representative
8. Member at Large (3 positions)

*\*For a detailed description of each of these roles please see the PHECRC Executive Positions document on the PHECRC website.*

### **Specifically, PHECRC Executive Board:**

- Provides the opportunity to raise awareness of PHE Canada, its initiatives, activities, and key messages, among PHECRC networks (e.g., PHECRC listserv) and academic institutions.
- Facilitates and coordinates the PHECRC Forum at the PHE Canada National Conference.
- Provides content and updates for the PHECRC and *Revue phenEPS/PHEnex Journal* sections within the PHE Canada website.
- Provides activity information and update reports to the PHE Canada Board of Directors representative.
- Provides advice, guidance, and recommendations to the Board of Directors and PHE Canada national office on relevant issues (e.g., proposal submissions, research support, advocacy).
- Evaluates and administers the Emerging Scholar Awards.
- Organizes and leads an Annual General Meeting (AGM) that is intended to keep all PHECRC members informed and to provide an opportunity for voting on important PHECRC issues or initiatives.

### **Finances and Financial Decision Making Process:**

- The PHECRC budget is one component of PHE Canada's budget. Annually, the CEO/ED will work with PHECRC Past-Chair, with the advice of executive members, to allocate funds as required to achieve goals and objectives as outlined in the annual Work Plan. This PHECRC budget is put forward each spring as one component of PHE Canada's budget. Once approved by the PHE Canada Board

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of Directors, the set PHECRC budget will be confirmed by PHE Canada's CEO/ED. Within the set budget amount, the Approval in advance of spending is not required.

- The PHECRC Executive will collaborate with PHE Canada to create an annual budget for the PHECRC. The PHECRC can make reasonable incremental adjustments to membership dues (normally, up to 25%) to ensure it is well positioned within the market, to reflect its offerings and to stay in line with cost of living increases. This must be approved by the PHECRC Executive through a majority voting system.
- The PHECRC Chair or their designate will work quarterly with PHE Canada to ensure effective financial management.
- Any non-budgeted expenses to be incurred by the PHECRC must be approved by the PHECRC Executive through a majority voting system.
- The PHECRC budget will be shared annually with the full PHECRC membership at the Annual General Meeting.

### **Position Nominations/Voting Procedures**

- Members will be informed about upcoming position(s), which normally require the submission of nominees four to five weeks prior to the AGM. Members can nominate themselves and/or other members upon consent. The nomination period will normally be between one and two weeks long.
- A list of nominees will normally be put forward to members and voting will normally take place two to three weeks prior to the AGM through an online platform, as possible (the Chair will hold her/his vote until all voting is complete, so as to "break" a tie if necessary). If there is more than one nominee, a majority will decide the elected representative. The voting period will normally be between one and two weeks long. In the absence of a suitable online platform, voting may take place at the AGM.
- The names of the new Research Council executive members will normally be announced on the date of the AGM (successful nominees,

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as possible, will be informed prior to the public announcement).

### **Annual General Meeting Quorum**

- The PHECRC does not have a minimum number of voting members who must be present at the Annual General Meeting to conduct business and make decisions. Rather, the quorum of the Annual General Meeting of the members shall be whoever is in attendance.
- The members of PHECRC may participate in the AGM from separate locations by means of conference telephone or other communications, which allows those participating to hear each other, and shall be entitled to vote.