

BRN Advisory Committee – Terms of Reference

Purpose

The BRN Advisory Committee (BRNAC) is a consultative body that provides recommendations, insights, and feedback to support the development and implementation of programming and initiatives for the Black Research Network (BRN). Its role is advisory only; final decisions rest with the BRN Leadership.

Responsibilities

BRNAC members will:

- Attend four Advisory Committee meetings annually, two in the Fall and two in the Winter, to discuss BRN programming and initiatives.
- Offer recommendations on BRN programming, initiatives, and strategic directions.
- Share feedback and perspectives from their respective communities and roles.
- Identify emerging needs, opportunities, and challenges relevant to BRN's mission.
- Support engagement and outreach efforts across the university.
- Engage with your constituency and help organize one focus group, as needed, to gather input. BRN will provide support for planning and facilitation (e.g. coordinating meetings, taking meeting minutes).

Membership

Composition of the Advisory Committee:

1. BRN Leadership
2. BRN Faculty Fellows*
3. One Senior Faculty Member
4. One Postdoctoral Fellow Representative
5. One Graduate Student Representative
6. One Undergraduate Student Representative

Membership Terms and Appointment

- Members serve one-year terms with the possibility of renewal.
- During the application period, individuals may self-nominate by submitting a brief package through the online application form that includes:
 - A statement of interest
 - A summary of relevant experience or engagement with BRN
 - A brief outline of how they hope to contribute to BRN's goals
 - Providing a copy of their updated CV

- Nominations are reviewed by the BRN Leadership, with final approval by the BRN Steering Committee.
- Membership aims to reflect diverse academic levels, disciplines, and lived experiences.

**Faculty Fellows are appointed through a distinct application process. Upon selection, they assume membership on the Advisory Committee as an integral component of their fellowship responsibilities*

Meeting Structure

- Meetings are held twice in the fall and twice in the Winter throughout the academic year.
- Meetings may take place virtually or in person and are accessible by invitation only.
- Members are expected to:
 - Attend scheduled meetings.
 - Bring forward concerns, ideas, and feedback from their constituencies.
 - Participate actively in discussions and provide thoughtful input.

Support and Resources

BRN will provide administrative support with focus group planning and facilitation.

Confidentiality and Conduct

Members are expected to maintain the confidentiality of discussions and uphold professionalism in all committee activities.

Reporting

Recommendations and feedback from BRNAC will be documented for consideration in future strategic planning of programming and initiatives.