

Ontario Kinesiology Association – Academic Advisory Committee

Terms of Reference

Revised May 1, 2017

Role of the OKA Academic Advisory Committee

To act as a liaison and foster closer relationships between the Ontario Kinesiology Association (OKA) and post-secondary academic programs in Kinesiology and related disciplines within Ontario, kinesiology researchers, and the kinesiology-related evidence through the identification of contemporary issues and opportunities for collaboration to advance the profession in accordance with OKA's vision:

To have kinesiologists recognized as the authority on human movement and the preferred health care provider of practical, applied and effective solutions for injury and chronic disease prevention and management, improved health and overall performance.

Responsibilities

1. Identify new opportunities for collaborations, research and knowledge transfer to advance the profession.
2. Address current issues affecting the profession as identified by the Academic Advisory Committee (AAC) and/or OKA Board.
3. Ensure a beneficial working relationship between university programs, researchers and Ontario's Registered Kinesiologists (RKin), through the OKA.
4. Participate in the dissemination of kinesiology-related evidence to Ontario's RKins via the OKA (e.g. KineKT).

The AAC will provide advice to the OKA Board on kinesiology-related research and academic training matters affecting the profession and association; however, the OKA Board will determine the ultimate direction of the OKA. The AAC will have no authority to commit the OKA to a course of action without prior OKA Board approval.

Committee Structure and Terms of Office

The committee will be comprised of:

1. Two Co-Chairs of the AAC:
 - one selected every two years from AAC members and approved by the OKA Board;
 - one representative of the OKA Board of Directors, as selected by the OKA Executive Committee
 - Both chairs should be active members of the OKA
2. Volunteer members of the academic community representing a university with a kinesiology or related academic unit (Faculty, School, Department, or Program)
 - Members must hold an academic or staff appointment at the academic institution or must have a letter of support from the Chair or Dean of the Academic unit in which they are representing.
3. One student representative selected by the OKA Executive from OKA's current student members.
 - Applicants will be required to submit a resume, statement of intent, and provide two contacts for reference for consideration by the AAC.
 - Student representatives will be appointed by the AAC. If there are multiple applicants for the position, application materials and/or references will be used to determine the successful applicant.

- Student representatives may hold their position for two years and must be no more than 1 year post-graduation during their term

The AAC Chairs and Committee Members term of office is two-years, renewable.

Review of the Terms of Reference

The Terms of Reference will be reviewed annually at the first meeting of each calendar year. Any recommended changes the Terms of Reference will be brought to the OKA Board for approval at the first OKA Board meeting following the Academic Advisory meeting.

Frequency of Meetings and Manner of Call

Meetings will be held at least two times per calendar year with the first meeting in any year being held not later than the second weekend in May.

Meetings will be held in-person whenever possible (budget permitting). AAC Chairs will ensure that teleconference access is available for all meetings for committee members unable to attend in person.

Date, Time, and location of the meetings will be determined by a majority of the voting members. The schedule of meetings for the year will be determined at the first meeting. Length of each meeting will be determined by the agenda.

Quorum

The quorum for each meeting shall be a majority of the committee members.

Where no quorum is present, the available AAC members may discuss agenda items but no decisions or votes may be taken.

Resources

The Executive Director or designate of the OKA will act as a resource person for the committee.

Reporting

Committee Chair(s) will report directly to the Board of Directors of the OKA at the first board meeting immediately following the Committee Meeting. Written summaries of activities and committee recommendations will also be provided ahead of OKA Board meetings.

Budget

Any budget requirements for proposed AAC activities are subject to approval by the OKA Board of Directors and based on availability of resources and prioritization of OKA initiatives.
