

## CREST.BD Community Advisory Group

The Collaborative REsearch Team to study psychosocial issues in Bipolar Disorder (CREST.BD) is a team of researchers, clinicians, and community members dedicated to developing and exchanging knowledge on bipolar disorder. The international team includes representatives from a variety of health disciplines, including psychology, psychiatry, occupational therapy, nursing, genetic counseling, and mental health advocacy.

A guiding principle of CREST.BD is to foster and promote “**Community Based Research**” (CBR), whereby individuals with bipolar disorder and their family members are active participants in research and knowledge exchange.

To facilitate and monitor the team in these goals, CREST.BD has created a Community Advisory Group consisting of selected mix of community members and clinicians, and the lead of the CREST.BD group, Dr. Erin Michalak.

### MEMBERSHIP LIST: SPRING 2011

|    | Member            | Position                  | Organization                            |
|----|-------------------|---------------------------|---|
| 1  | Sophia van Norden | Chair                     | <b>MDABC</b>                            |
| 2  | Sara Lapsley      | Chair                     | <b>UBC/CREST.BD</b>                     |
| 3  | Deyna Gillis      | Member                    | <b>ARA Mental Health</b>                |
| 4  | Chris Gorman      | Member                    | <b>MDABC/St. Paul's</b>                 |
| 5  | Rosalind Irving   | Member                    | <b>VCH</b>                              |
| 6  | Victoria Maxwell  | Member                    | <b>Crazy for Life Co./<br/>CREST.BD</b> |
| 7  | Sonya Wachowski   | Member                    | <b>Community<br/>member</b>             |
| 8  | Gayle Scarrow     | Resource<br>Affiliate     | <b>MSFHR</b>                            |
| 9  | Erin Michalak     | Team<br>Leader            | <b>CREST.BD</b>                         |
| 10 | Sally McBride     | Community<br>Liaison Lead | <b>CREST.BD</b>                         |

## **Terms of Reference**

### **PURPOSE:**

The purpose of the Community Advisory Group (CAG) is to support CREST.BD in relation to its aim to foster and promote community based research into psychosocial issues in bipolar disorder, facilitating individuals with bipolar disorder and their family members to be active participants in research and knowledge exchange.

### **OBJECTIVES:**

The objectives of the CAG are to provide advice and feedback to the members of CREST.BD concerning the team's on-going program of research and knowledge exchange activities, more specifically:

- To act as a resource to CREST.BD in terms of planning, implementation, distribution and evaluation of research studies and knowledge exchange;
- To serve as a formal mechanism to exchange ideas and concerns related to CREST.BD as identified by the committee members and the organizations they represent;
- To play a key role in optimizing networking opportunities with the wider bipolar community;
- To serve as a communications vehicle to the bipolar community on the work and plans of CREST.BD;
- To problem solve barriers and solutions within the team's research and knowledge exchange initiatives.

### **MEMBERSHIP:**

The Advisory Group shall consist of:

- Clinicians working with individuals living with BD;
- Members from the mental health community or consumer organizations, as nominated by CREST.BD leadership. Members will be appointed after consultation with their respective institutions on the basis of their individual knowledge and/or experiences in bipolar disorder research, service provision or lived experience expertise;
- Dr. Erin Michalak; CREST.BD Team Leader;
- A Community Liaison Lead who will also act as an administrative support representative.

The position of **Committee Co-Chairs** will normally be appointed for a two-year term, with the option of an additional one year term in the event that this is agreed upon by the Advisory Group.

Appointments of **CAG Members** will normally be for a one year term, with the option of an additional one or two year term, and/or in the event that an individual assumes the position of Advisory Group Co-Chair.

### **Duties of the Co-Chairs**

- Ensures integrity of committee processes;
- Maintains a positive working relationship with committee members;
- Promotes a positive working relationship between the committee, CREST.BD and the community;
- Prepares accordingly for each meeting by consulting with CREST.BD Community Liaison Lead regarding agenda, reviewing current CREST.BD documents, activities and issues to be tabled.

### **Duties of Members**

- Prepares accordingly for each meeting by reviewing documentation pertaining to current CREST.BD documents, activities and issues to be tabled; these will be provided by CREST.BD Community Liaison Lead or Group Chair;
- Liaising with other related special interest groups as it applies to CREST.BD knowledge transfer activities.

### **SCOPE/JURISDICTION**

The CAG is an Advisory Group and as such should advise the research team with recommendations. Note that recommendations made by the CAG are non-binding. The Team Leader will have final say in the selection, modification, implementation and follow-up of knowledge transfer initiatives.

### **OPERATIONAL PROTOCOL**

1. The CAG will meet a minimum of four times per year, with additional meetings as required at the call of the Co-Chairs.
2. Time and duration of meetings will be determined by the Co-Chairs in consultation with the CREST.BD Community Liaison Lead.
3. Agenda packages will be circulated on paper and/or electronically to members no later than five working days in advance of meetings.
4. Administrative support for the Committee is provided by the CREST.BD Community Liaison Lead.

5. All members of the CAG are expected to maintain confidentiality with respect to all business of the CAG, including but not limited to maintaining confidentiality of documentation and minutes.

### **DOCUMENTATION PROTOCOL**

Minutes will be circulated to all CAG members no later than 5 business days before subsequent meetings. Minutes and all other CAG documentation are to be considered confidential by members unless expressly indicated otherwise by the Co-Chairs.

### **REPORTING PROTOCOL**

Issue tabled. To be decided in future meetings (September 2011).

### **EVALUATION PROTOCOL**

Annually, the CAG will review its goals and objectives, performance and Terms of Reference and report to CREST.BD members. An ongoing, developmental evaluation of the CAG process will be undertaken periodically. Reporting will include any resulting recommendations for changes to the Terms of Reference, as well as advice on CREST.BD activities and processes.

### **RESOURCES & BUDGET**

Remuneration for CAG membership:  
Co-Chairs: \$75 per meeting  
Members: \$50 per meeting  
Affiliate/Guest member: No remuneration

Remuneration will be mailed by cheque to each CAG member no later than two weeks following each CAG meeting.

Meeting rooms, equipment and materials will be provided by CREST.BD. (e.g. equipment, materials, rooms, funds available to the committee.)

### **CREST.BD CAG Contact:**

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