

CROSH Organizational Structure: Leadership Roles and Responsibilities

Purpose of CROSH

The Centre is created under the authority of the Senate of Laurentian University for the purpose of conducting and making available occupational health and safety research. It does this by:

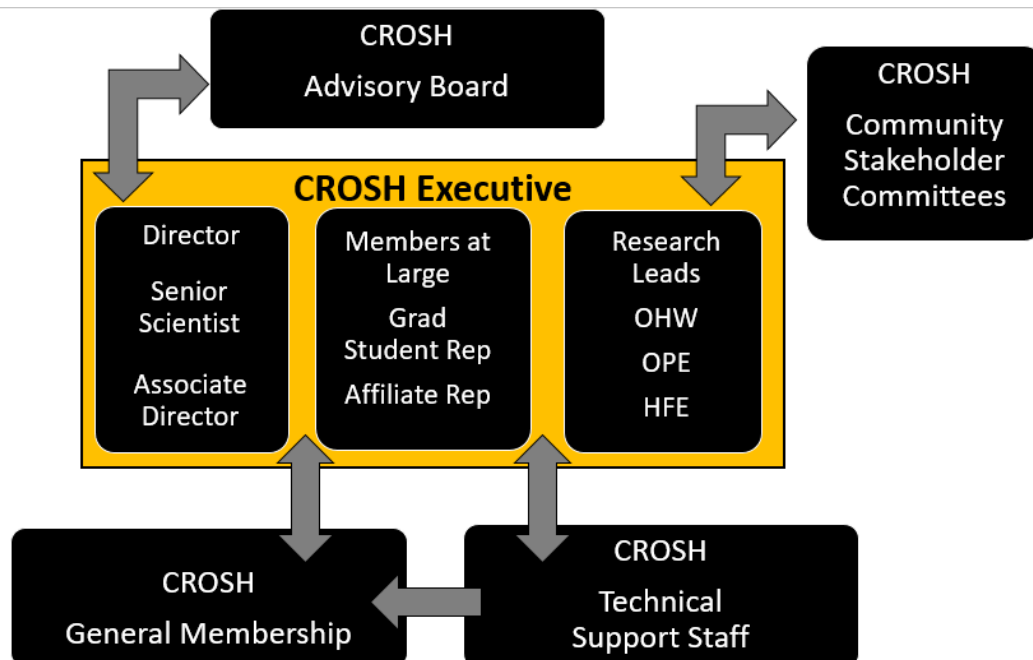
- Identifying the health and safety priorities in the north and developing research goals that address these;
- developing research relationships with other Centres of Research and research partnerships with community-based health and safety agencies;
- encouraging knowledge transfer through all phases of research;
- making research findings readily available through publications, conferences, website, and social media; and
- influencing policy and practice in government and industry by providing research-based evidence on key health and safety issues.

Reporting of CROSH

CROSH reports to Laurentian University through the office of the Vice-President, Research.

Organizational Structure

Figure 1: The organizational structure of CROSH.



CROSH Advisory Board

A committee of up to 15 persons shall provide advice to Laurentian University on health and safety research needs and priorities in northern Ontario, the funding of CROSH, and its strategic direction. This advice is provided to the University through the Executive Committee of CROSH via the office of the Vice-President, Research.

Roles and Responsibilities of Advisory Board Members

Specifically, the Advisory Board will meet two times a year to:

- provide advice on the occupational health and safety research needs for northern Ontario industries, workplaces, and communities; and provide advice on the strategic direction of CROSH;
- provide advice on emerging national and global occupational health and safety research needs;
- provide links to workplaces that would be interested in participating in workplace research;
- assist in the interpretation and contextualization of workplace research findings;
- identify strategies for improving the dissemination of research knowledge generated by CROSH;
- help identify and pursue funding opportunities to support CROSH; and
- advocate for CROSH (within labour, industry, relevant government agencies, professional societies, etc.), to open new avenues of community engagement, collaboration, research and knowledge dissemination;

Executive Committee Membership

The executive shall consist of no more than 12 members: 11 voting members (6 Standing Officers; up-to-3 Members at Large; 1 Affiliate Representative; and 1 Graduate Representative).

The six standing officers of the CROSH Executive shall be: Director, Associate Director, Senior Scientist, and the three Research Leads (Occupational Physiology Environment (OPE); Human Factors Ergonomics (HFE); Occupational Health and Wellness (OHW)). Standing officers are appointed to the Executive for a 3-year term.

Up to 3 additional individuals may occupy the Member-at-Large category; but it is not necessary to fill these positions in any given year.

In addition, an Affiliate Member Representative and Graduate Student Representative will be selected annually to sit on the Executive; for a 1-year term.

Research Leads will be selected through an application process conducted by and managed by the Elected Executive Committee. Open positions for the Research Leads will be communicated to the membership in the fall, for a July 1 start of the following year.

All other open positions on the Executive will be communicated to the membership at large, at least 30 days prior to the Annual General Membership Meeting. The, Senior Scientist, Director, Associate Director, Member-at-Large representatives and Affiliate Member will be determined by a vote of the CROSH members (if required) at the Annual General Meeting following a call for applications. Any member willing to serve can be nominated by a fellow-member, or self-nominate. The graduate student representative will be voted onto the executive at the first general membership meeting of the new school year (Fall).

Quorum for meetings shall remain at 5 regardless of unfilled positions.

Roles and Responsibilities of the Executive Committee as a Whole

Specifically, the Executive Committee will:

- oversee the business of CROSH with respect to the Strategic Plan;
- review applications related to CROSH membership including Full Members, Graduate Student Members, Undergraduate Student Members and Affiliated Members;
- participate and provide leadership in sub-committees as required;
- attend all Executive and General Membership meetings.

Senior Scientist

The Senior Scientist is elected from the CROSH general membership.

Roles and Responsibilities of the Senior Scientist

Specifically, the Senior Scientist will:

- Promote and facilitate leading-edge research, including collaborative and interdisciplinary research, in occupational safety and health;
- Build a community of innovative researchers to enhance research capacity at CROSH by:
 - providing interdisciplinary research training and mentoring for students, researchers and workplace partners.
- Develop networks between CROSH and other research centres locally, nationally and internationally;
- Develop mutually beneficial linkages with industry in order to develop partnerships and collaborative research;
- Work with the Technical Support Staff and CROSH Executive to transfer knowledge to the community through outreach (e.g. collaborative research; workshops; conferences) and, where applicable, through technology transfer (e.g. collaborative research; contract work; and commercialization of intellectual property);
- Assist the CROSH Director in overseeing the proper discharge of administrative duties of Technical Support Staff;
- Oversee financial management (with support from the CROSH Director) of Core funding (ministry of labour support and sponsorship funds/fees); and

other large research grants obtained to support the research activities of CROSH;

- Manage the research plan effectively and efficiently, ensuring that accepted standards of research and ethical behaviour are met;
- Chair the Sub-Committees as required to move CROSH objectives forward
- Support the raising of funds for CROSH research activities (including operational and infrastructure capital) through large grant opportunities (i.e. Canadian Foundation for Innovation; Ministry of Labour; Northern Ontario Heritage Fund), and private contracts as they arise;
- Serve as a non-voting member on the CROSH Advisory Board.

CROSH Director

The CROSH Director is elected from the CROSH general membership.

Roles and Responsibilities of the CROSH Director

Specifically, the CROSH Director will:

- lead strategic planning for CROSH to ensure that the centre's objectives are aligned with the needs of northern Ontario and University's Strategic Plan objectives;
- oversee the development of CROSH's annual Operational Plan to ensure that the Centre's Objectives, set out by the Strategic plan, are achieved;
- oversee the development of the business plan for CROSH;
- oversee the proper discharge of administrative duties of CROSH support personnel, including supervising personnel, financial management, and operations;
- represent the interests of CROSH internally with senior academic administration;
- support the Development Department's fundraising initiatives in the raising of funds for CROSH;
- support the Technical Support Staff and CROSH executive to transfer knowledge to the community through outreach (e.g. KTE Development; MCROSH deployment);
- oversee financial management of Core funding (ministry of labour support and sponsorship funds/fees); and other large research grants obtained to support the research activities of CROSH;
- develop strong linkages with appropriate academic departments by:
 - aiding faculty and student recruitment/retention to CROSH and;
 - regular communication of CROSH activities and opportunities for faculty and student involvement.
- develop networks in collaboration with the Technical Support Staff between Community Partners, workplaces, unions, other Health and safety agencies and Research Institutes (e.g. seminars; lectures; websites; Knowledge/Transfer exchange materials);
- work with the Administrative Assistant to set the agenda for the Executive and General Membership meetings;

- serve as a non-voting member on the CROSH Advisory Board.

Associate Director

The CROSH Associate Director is elected from the CROSH general membership.

Roles and Responsibilities of the Associate Director

Specifically, the Associate Director will:

- during any absence or temporary disability of the Director, the Associate Director shall preside and exercise the powers and duties of the absent Director;
- serve as a non-voting member on the CROSH Advisory Board;
- oversee the process to award CROSH student scholarships and travel grants;
- oversee the CROSH student OHS internship placement program and pursue placement locations among OHS networks;
- oversee management of webinar series and develop other educational opportunities in line with CROSH's Strategic Plan;
- Chair the Executive and General Membership meetings.

Research Leads (OPE, HFE, OHW)

The designated Research Leads in each OHS stream will be serve on the executive when appointed to that position.

Roles and Responsibilities of the Research Leads on the CROSH Executive

Specifically, the Research Leads will:

- Develop and maintain (through regular communication) a network of OHS experts from across northern Ontario;
- Lead bi-annual meetings with these CROSH stakeholders;
- Provide updates to the executive from their Community Stakeholder Committee;
- Provide input to the Executive regarding the annual workshops/seminars/webinars that CROSH develops as part of their CSC deliverables;
- Serve on the CROSH Research and Laboratory Subcommittee;
- Serve on the CROSH Seed Grant and Award Subcommittees.

Members-at-Large (up to 3)

The CROSH Members-at-Large will be elected from the CROSH membership to fulfil any of the roles specified below as required by the Executive

Roles and Responsibilities of the Members-at-Large

- work with the CROSH Senior Scientist and Director to promote activities of CROSH as required by the executive team;

- be a bridge between the larger medical, research or OHS community and CROSH researchers to keep CROSH informed of research opportunities and networking possibilities;
- help CROSH researchers connect with OHS stakeholders;
- enable CROSH researchers to liaise with other OHS agencies and research centres;
- other roles as CROSH Executive sees fit.

Graduate Student Representative

The Graduate Student Representative to the CROSH Executive is elected from the Graduate Students membership.

Roles and Responsibilities of the Graduate Student Member to the CROSH Executive

Specifically, the Graduate Student Executive Member will:

- Serve as a liaison between CROSH Graduate Student Members and the Officers of CROSH (Senior Scientist, Director and Associate Director):
 - Inform student members of research opportunities, funding opportunities, conferences, jobs, etc.;
 - Promote CROSH through annual presentations to graduate student associations.
- Work with the CROSH Administrative Assistant to list CROSH events for eligibility on the Laurentian University co-curricular record;
- Work with Technical Support Staff to produce material to highlight the research profiles of graduate student members;
- Serve on CROSH sub-committees according to interest and time;

Affiliate Representative

The Affiliate Member Representative to the Executive is elected from the Affiliate membership.

Roles and Responsibilities of the Affiliate Representative to the CROSH Executive

Specifically, the Affiliate Member will:

- Serve as a liaison between the Affiliate members and the Officers of CROSH (Senior Scientist, Director, and Associate Director) to:
 - Inform affiliate members of research opportunities, funding opportunities, events, jobs, etc.;
 - Promote CROSH through presentations and association meetings where relevant.
- Serve on CROSH sub-committees according to interest and time;

Full Members

Any independent researcher who is a faculty member or a post doctoral research fellow from a recognized, post-secondary institution may apply to be a Full member of CROSH.

Roles and Responsibilities of Full Members

Specifically, Full Members are expected to:

- contribute positively to CROSH's mission;
- participate in the promotion of CROSH by acknowledging CROSH in research publications and presentations which benefited from CROSH support and partnerships;
- seek opportunities to collaborate with other CROSH researchers
- accept CROSH's financial guidelines
- attend General Membership meetings

Graduate Student Members

Any graduate student at a recognized post-secondary institution may apply for Graduate Student membership.

Roles and Responsibilities of Graduate Student Members

Specifically, Graduate Student Members are expected to:

- contribute positively to CROSH's mission;
- participate in the promotion of CROSH by acknowledging CROSH in research publications and presentations which benefited from CROSH support and partnerships;
- seek opportunities to collaborate with CROSH researchers including other graduate students
- follow the rules governing the use of the CROSH laboratory
- accept CROSH's financial guidelines
- attend General Membership meetings

Undergraduate Student Members

Any undergraduate student at a recognized post-secondary institution may apply for Undergraduate Student membership

Roles and Responsibilities of Undergraduate Student Members

Specifically, Undergraduate Student Members are expected to:

- contribute positively to CROSH's mission;
- participate in the promotion of CROSH by acknowledging CROSH in research publications and presentations which benefited from CROSH support and partnerships;
- seek opportunities to collaborate with CROSH researchers including other students
- follow the rules governing the use of the CROSH laboratory

- accept CROSH's financial guidelines
- attend General Membership meetings

Affiliate Members

Any qualified researcher employed by a private or public sector institution may apply for Affiliated membership.

Roles and Responsibilities of Affiliate Members

Specifically, Affiliate Members are expected to:

- contribute positively to CROSH's mission;
- participate in the promotion of CROSH by acknowledging CROSH in research publications and presentations which benefited from CROSH support and partnerships;
- seek opportunities to collaborate with CROSH researchers
- attend General Membership meetings

CROSH Technical Support Staff (as of 2018)

Administrative Assistant

Role: Scheduling and record keeping

Reports to: Director

Works With: Senior Scientist, Director, Associate Director

Accountable for: Coordinating events and meetings of the executive team and advisory board

Activities:

- Maintaining all documents associated with the Centre's funding and membership;
- Manage the day-to-day accounting operations and ensure there is a back up process in place for critical operations;
- Submitting expenses and maintaining budgets for CROSH and lab-related expenditures
- Develop monthly and quarterly accounting reports;
- Perform general clerical duties;
- Handle administrative requests;
- Plan meetings and manage minutes/agendas for Executive meeting, General Membership meeting and Advisory Board meeting;
- Book travel arrangements and submit and reconcile expense reports;
- Provide general support to visitors;
- Act as a point of contact for internal and external clients;
- Work with director for the official call for nominations of Executive members and oversee the voting process at the AGM.

MCROSH Technologist

Role: Maintenance of CROSH lab

Reports to: Director

Works With: Senior Scientist, Director, Associate Director

Accountable for: maintaining research equipment including M-CROSH,

Activities:

- Coordinating the use of, being the principle driver for, and maintaining M-CROSH.
- Coordinating the use of and maintaining a variety of equipment, including the performance of minor repairs, and arranging for servicing as required. Key pieces of equipment include: Metabolic cart, centrifuges, computers, body-worn monitoring devices, accelerometers, goniometers, dataloggers, electromyograph, eye-tracking, etc..)
- Managing lab equipment, maintaining inventory, and managing software licenses and upgrades as required. The RT will also recommend purchases for equipment and supplies.
- Writing data acquisition and analysis programs using MatLab or Labview will be an asset.

- Ensuring safety training to support field research projects and ensuring compliance with safety regulations in the use of equipment including proper storage, handling and disposal of all materials including hazardous materials.
- Providing graduate student and researcher training to gain competency on research equipment and software.
- Providing logistics to support field research projects
- Acting as a resource person, resolving problems and instructing others. Providing technical guidance and assistance concerning work methods, the use of equipment and techniques, and the analysis of data.
- Participating in the planning and execution of laboratory projects and experiments within objectives set by supervisor.
- Participating in the preparation of material for publication or presentation (For example: preparing graphs, tables, lists of references, and descriptions of procedures)
- Keeping abreast of new developments in the field to update skills and knowledge
- Keeping abreast of research projects within the CROSH organization
- Other related duties as required

The RT will also develop/manage protocols for:

- Lab equipment use and bookings
- Access to and booking of the M-CROSH
- Access to and booking of the Workplace Simulation Laboratory
- Annual calibration of CROSH research equipment (or earlier if required)
- Annual maintenance and service of M-CROSH and CROSH research equipment as required.