Contents

1.0 About this document

The Canadian Black Scientists Network/ Réseau Canadien des Scientifiques Noirs (CBSN/RCSN, herein The Network) was founded in 2020 as a national coalition of Black Canadians in Science, Technology, Engineering, Mathematics & Medicine/Health (STEMM) and their elected Allies. The Network is overseen by a volunteer steering committee, and continues to grow from the 24 members attending the first meeting in July 2020 to over 750 active members by June 2023. The vision of the network is to **Elevate, Make Visible, Celebrate and Connect Black Canadians** pursuing or possessing advanced degrees in STEMM across sectors. This vision is pursued in alignment with the three pillars of the Network's mission: (1) Increase intake and retention of Black Youth in STEMM, (2) Increase representation of Black Canadians as STEMM researchers & practitioners, and (3) Advocate for equitable practices in funding & awards.

The network has broad national membership and volunteer leadership. These are strengths as they speak to the passion of participants from across the country. However, these are also challenges to sustainability and effectiveness. The Network is united in the drive to have a long-lasting impact on the science ecosystem in Canada and elsewhere. Success depends on building strong logistical and financial support for day-to-day operations. It is necessary to establish a structure and a business model that is sustainable, that provides time for leadership and innovation, and that is designed to foster engagement from across the country. Finally, it is essential that the Network builds transparent pathways to engagement for members and Allies, facilitates the sharing of their abilities and talents, and promotes their interests, both locally and on a national stage.

1.1 Process for Document approval

This document outlines a provisional structure which is expected to evolve as progress is made on ongoing work to establish base funding, create a strategic plan, and develop bylaws for the network.

Prior to approval or modification by the steering committee, this document must be made available to the entire network (members and allies) for a period of no less than 7 days, during which time comments can be submitted in writing for consideration by the steering committee.

The steering committee must respond to all comments in writing, and make those responses available to the membership for a period of 7 days. After considering any additional comments forthcoming during that time, the steering committee will meet an make a decision about accepting the document and any modifications. A 2/3 majority of voting members of the steering committee members in attendance will be required to accept or change the organizational structure document.

Once approved, this document has the force of policy until such time as it is modified or replaced with a constitution and by-laws of the Network.

Document history: drafted in April 22, 2022 by MCB Andrade, with contributions from the 2021 CBSN steering committee. Revised in June 2022 and June 2023 by MCB Andrade with input from the steering committee.

2.0 Network participants

The Network consists of Members, Elected Allies and Friends of the Network.

Members. Black people possessing or pursuing higher degrees in Science, Technology, Engineering, Mathematics and Medicine/Health (STEMM), while living in Canada, and Black Canadians or Canadian permanent residents living abroad. The Network defines 'Black' people as those of Black African descent, which includes those who identify as Black Africans, or as descendants of Black African peoples regardless of where they live, worldwide.

Elected Allies. Allies of the Network are leaders who affirm their commitment to actively supporting, promoting, and enabling structural change to ensure the development, recruitment, and success of Black STEM researchers within their organizations. Allies commit to supporting CBSN activities and programs, promoting CBSN within their own networks, and contributing to at least one standing committee, working group, or special committee. Allies are nominated by members of the network and confirmed by the steering committee. Allies are voting participants in the network. The policy & guidelines on the role of Allies of the Network are outlined here.

Friends of the Network. Friends of the Network ('Friends) are employees or volunteers whose work helps to organize or deliver the network's programs. Friends are not members, either because they do not identify as Black, or because they are not engaged in STEMM research or practice. Friends are appointed by the steering committee.

3.0 Network structure

This document provides an overview of a **national leadership structure** that includes an **Executive committee**, **Steering committee**, **Standing committees** (4), **Working groups**, and **Special committees (Appendix 1)**. The Network may also maintain an **Advisory committee**, at the discretion of the Executive committee.

The network also supports **CBSN Regional Nodes (Appendix 2),** which are grass-roots clusters of CBSN members and Allies that engage in local activities that align with the CBSN Mission and Values.

4.0 Leadership Roles

Appointments to leadership roles will normally be for 2 or 3 years with the possibility of one renewal for an expected maximum of 6 consecutive years in the same role. Some steering committee roles are shared by co-leads with staggered terms, and some roles function as a team that includes the past office holder, current office holder, and next elected office-holder to ensure smooth transitions.

Leadership role appointments will normally run from **1 July – 30 June**.
The current incumbents in all leadership roles, and their terms, must be made available to the network.

4.1 Executive Committee
The Executive committee is responsible for

- setting the agenda and timing of steering committee meetings and network-wide meetings

- overseeing compliance of the network with terms of reference for grants and partnerships
- new budgetary decisions that arise within the yearly budget cycle
- confirming appointment of members and Chairs of standing committees, working groups, and special committees
- making decisions regarding execution of activities or agreements that align with the mission and vision of the CBSN, when such represent time-sensitive opportunities arising between steering committee meetings.

4.1.1. Executive committee membership

1. President (Chair)
2. President-Elect
3. Vice President
4. External Relations Lead
5. Communications Officer
6. Secretary
7. Treasurer
8. CBSN Project Administrator (non-voting)

4.1.2. Executive committee meetings

The Executive Committee will maintain a calendar hold for a weekly standing committee meeting, and will meet at least twice each month as needed.

Quorum for the executive committee is 4 voting members, and must include either the President or President-elect.

4.2 Steering Committee

The Steering Committee is ultimately responsible for the stability and continuity of the network and its programs, as well as a strategic approach to its service to and advocacy for Black people in STEMM in Canada.

The Steering committee will:

- define the programs and initiatives of the network, ensure their alignment with the network's mission and vision, and identify priorities as a function of capacity, budget, and the aspirations and needs of the membership.
- oversee regional network nodes, working groups and committees, and ensure that processes and activities manifest the shared values of equity, transparency, and community.
- establish, monitor, and approve the network's yearly budget. It is the steering committee's responsibility to ensure sufficient funds are raised to sustain the network's programs and activities. This will include applying for grants and awards, as well as soliciting sponsorships and philanthropic support.

- plan and execute the network's flagship event: a yearly national conference. This will include communications and post-event reporting.
- ensure continuity of information flow and engagement by maintaining digital platforms for information sharing (dedicated website and newsletters, social media, internal digital communication channels)

4.2.1 Steering Committee Roles

1. President
2. President-Elect
3. Past-President
4. Vice President
5. Vice President Elect
6. Pathway Programs Director
7. Academic Program Director (2)
8. Trainee Representative
9. Regional Nodes Director
10. Lead Ally
11. Communications Director
12. External relations Director

Ex officio (voting):

13. Member-at-large/ Stats-Can Liaison
14. Member-at-large/ Mitacs Liaison
15. Network Host designate

Chairs of standing committees will be invited to all steering committee meetings, but are not voting members of the committee.

Ex officio **members** are Designates or Liaisons between the CBSN and organizations involved in active partnerships with the Network. Designates and Liaisons are appointed by mutual agreement of the steering committee and the partner organization and have voting rights on the steering committee.

- **The Network host designate** is a liaison between the steering committee and the network host institution, with role and term defined by the network host agreement. The network host designate may be any member or elected ally of the network, may hold another steering committee role, or may be otherwise not affiliated with the network.
- **Members-at-large/ Liaisons** are normally members or elected allies of the network whose role is to oversee specific partnerships. The number of members-at-large may change over time as active partnerships change, as determined by the steering committee. Normally, 2 -4 members-at-large will represent active partnerships at any one time.

Portfolio descriptions for Steering committee roles are described in Appendix 3.

Current incumbents and their terms are listed in Appendix 4.

4.2.2 Steering Committee Meetings

1. The Steering Committee will meet at least once each month, with meeting schedules set at the start of each academic term (June, September, January).
2. Once each year (normally prior to the end of the Network's fiscal year), the Steering Committee will hold an **expanded leadership meeting** to which Chairs or Co-Chairs of standing committees, working groups, and special committees will be invited. Reports received from committees and working groups of the network will be reviewed at this meeting.
3. Normally, the Steering Committee will convene a **network-wide meeting** at least once each year. All members, friends, and elected Allies will be invited to this meeting. Partners or other associates of the network may be invited at the discretion of the steering committee. The full-network meeting will provide updates, garner input regarding ongoing and new programs, partnerships and opportunities.
4. At the network-wide meeting each year, the steering committee will present a budget report. A proposed budget for the following fiscal year will be proposed and commentary received from those in attendance at the meeting, and by online form for 7 days following the meeting.
5. Approximately three times each year, the Steering Committee will issue a digital newsletter.
6. Each Steering Committee member, (with the exception of the Network Host Institution designate) is an *ex officio* voting assessor for one or more standing committees or working groups. A voting assessor provides context, information about broader network activities, brings issues to the committee for consideration, and may vote when decisions are being made in committee.

Quorum For routine business, quorum is 50% +1 of steering committee members.
For yearly approval of the budget and changes or adoption of the organizational structure document, quorum is 2/3 of the committee. The executive committee will determine whether or not business is routine.

5.0 Elections
Leadership roles that are vacant or will be coming up for renewal in the following year will be communicated at the network-wide meeting, via email to all members, and posted on slack.

5.1 Nominations
The nomination period for leadership roles identified to the membership will be at least 7 days in duration, and may be extended once. Any registered participant in the network may nominate a maximum of one candidate for each role. In addition, any member or elected ally may self-nominate for one role.

Nominees will be contacted by the secretary and notified of their nomination. **To be put forward for election, nominees must accept their nomination, indicate their commitment to fulfill the**

expectations for the role for which they were nominated, and to serve (at least) the minimum term specified for the role if they are elected.

5.2 Nominee information

Nominees will be invited to provide a brief description of their suitability for the role, which may include past experience and interest. Descriptions may be no longer than 150 words in length, but may include links to one website and social media profiles. Nominees will also be asked to indicate their region and field of scholarship or practice.

5.3 Online Election Procedure: Ranked Ballots

Sole nominees for any role will be elected by acclaim.

Any role for which there are 2 or more nominees will be subject to an election.

All network participants are eligible to vote.

Elections will be advertised by email to all network participants, and on the Network slack channel. Voting will be available for 7 days, with a reminder email issued the day before voting closes.

Voting will be conducted using an online survey that will include:

- links to the organizational structure document with role responsibilities
- candidates presented in random order within each role, with the materials outlined above (Sec.5.2) available for review

Voting will utilize a ranked ballot system, with each voter asked to rank their top two candidates for each role.

- If any one candidate has 50% +1 of the 1st choice votes, that person is declared the winner
- If no one candidate has 50% +1 of the 1st choice votes, then
  - The candidate with the fewest 1st choice votes is eliminated
  - the 2nd choices of voters in favour of the eliminated candidate are added to the vote tally for the remaining candidates
  - this procedure is iterated until the reallocation of their votes leads to one candidate with 50%+1 of the votes cast.

Election results will be announced to the membership via email and a posting on Slack within 7 days of the polls closing.

6.0 Leadership Expectations

The Network recognizes and appreciates the volunteer labour of everyone who takes on a leadership role in the CBSN, which includes roles on the steering committee, standing committees, working groups, or special committees of the network.

At the time of appointment, people acting in leadership roles will be asked to sign a Memorandum of Understanding (MOU, Appendix 6) committing to the expectations of that role. The Network will also

provide each new leader with a letter of confirmation outlining the responsibilities of their role. Notwithstanding that all leaders are volunteers, a firm commitment is required to ensure the continued success of the network.

Once each year, the Network will provide a letter of appreciation to each person in a leadership role, outlining their work in support of the network. This letter can be copied to a chair, director, supervisor or other manager, on request.

6.1 Leadership Commitments & MOU

Everyone who commits to a leadership role must be aware of, and be ready to commit to, the expectations of that role. Accepting a leadership role (steering committee member, Chair or Co-Chair), involves signing an MOU indicating a commitment to fulfill the following overarching expectations:

- Being aware of and following the CBSN code of conduct
- Timely responses to requests for meetings, and RSVPs to meeting announcements.
- Critically reviewing all meeting agendas and documentation in advance of each meeting.
- Reviewing shared materials, videos and/or action items after any meetings that are missed.
- Providing timely feedback on network initiatives and plans.
- Engaging in online communication and co-working through the Network's Slack workspace and Sharepoint site for document sharing and co-working. Leaders are expected to check it regularly for communications (minimum of once per week).
- Proactively leading and taking ownership of work associated with expectations of the role
- Adhering to timelines for completion of tasks associated with the role.
- Engaging proactively in actions that will advance the priorities associated with the role, taking ownership over progress in programs and initiatives within their portfolio
- Declaring conflicts of interest (COI) when they arise.[1] Normally, a member with a COI will be asked to recuse themselves from discussions or decisions in which they have a COI.
- Acting for the benefit of the network, while sharing unique perspectives and experiences relevant to issues under discussion
- Resigning from a leadership role if unable to devote the time or energy needed to execute the expectations for the portfolio of appointment
- Committing to restricted use of a CBSN title or affiliation in public statements or public-facing events. The name and logo of the CBSN may be invoked only for public statements that are approved by the Communications Committee in consultation with the Steering Committee. Such statements will only be approved if they align with the CBSN mission & goals, are non-partisan, and consistent with the CBSN's strategic priorities.

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[1] a situation in which a person has a private or personal interest **that may influence, or to appear to influence** their objectivity in conducting their duties on behalf of the network (may be financial, relational etc).

6.2 Commitments for Chairs

Each committee or working group of the network will be led by a Chair or Co-Chairs. Accepting this role means committing to the following (in addition to general leadership commitments Sec.6.1):

- organizing and chairing monthly meetings for the members of the committee/group
- making sure meeting minutes are generated to record decisions, action items and activities
- ensuring action items and timelines are clear for each member of the committee/ group
- attending an ***expanded leadership meeting*** with the Steering Committee once each year to convey updates from the working group or special committee.
- drafting a short report on the committee/group's activities that is to be submitted to the CBSN Steering Committee at least 2 weeks prior to the expanded leadership meeting

6.3 Consequences of violation of the leadership MOU

Concerns about repeated failures of any individual (the respondent) to fulfill the commitments of the MOU and duties of their role can be brought to the attention of the President, Vice President or Secretary by any CBSN member or Ally.

Such a complaint will be considered by the Executive (with the exclusion of the respondent, if the person is a member of the Executive).

If the complaint is assessed to have merit, a written communication from the steering committee to the respondent will provide an anonymized account of the concern, and an invitation to provide a response in writing or in person.

The steering committee will consider both the complaint and the response, and meet to determine a course of action. The committee may then work with the person to outline a plan for remediating gaps identified by this process, or they may consider the concern resolved.

If concerns continue regarding fulfillment of MOU commitments, or a second complaint is forthcoming within 6 months of the original complaint, then the steering committee may provide a second notice of concern in writing, making clear what aspects of the remediation plan were not followed.

A second invitation to respond to the concern in writing or in person will be offered to the respondent. The steering committee will meet, consider the response, the second complaint, and previous remediation plan. The respondent will be invited to attend this portion of the meeting.

After excusing the respondent, the steering committee will conduct a confidential discussion of the complaint and response *in camera,* seeking consensus on a course of action.

If consensus is not reached, then an anonymous vote will be taken on a course of action, which may include dismissing the concern or removing the respondent from their leadership role.

A 2/3 majority of those steering committee members present at voting is required to remove the respondent from their role.

7.0 Staff Support

CBSN/RCSN staff may be volunteers or appointed employees. All staff are valued contributors to the network. During the period of their employment/volunteer commitment, staff will be named as Members or as Friends of the Network (Sec.

The network will strive to ensure that staff support is available to assist with administrative and logistic requirements of leadership roles, including booking and organizing meetings, running meetings on online platforms, taking minutes and organizing documentation, supporting Chairs in creating agendas, tracking action items, and keeping on top of timelines. If such supports are not possible due to capacity limits, Chairs will be informed as soon as possible.

8.0 Standing Committees of the Network

Standing committees are permanent committees established as part of the structure of the CBSN. Unlike other types of committees or working groups, standing committees are an ongoing part of Network processes.

Standing committees (will) have permanent mandates in the bylaws of the network (under development in 2022). Prior to confirmation of the bylaws, the work of each committee will include co-developing a description of their proposed mandate, and an overview of their yearly goals, to be shared with the steering committee for feedback and confirmation.

Standing committees will normally include the following membership:

- 1 or 2 voting assessors (*ex officio*, steering committee members)
- 2 - 4 network members, including 1 or 2 identified as Chair/Co-chair
- At least one network Ally (who may be one of two Co-chairs)

A call to fill vacant roles must be made to the entire network when roles are vacant, with nomination or self-nominations accepted, and elections held among nominees as needed.

Term. Appointments to a standing committee will normally be for 2 years with the possibility of one renewal for an expected maximum of 4 consecutive years on one standing committee.

8.1 Four standing committees of the network
- Academic Program Committee
- Regional node Committee
- Pathways & Education Committee
- External Relations & Advancement Committee

Provisional mandates for standing committees are in Appendix 5
Current standing committee members and chairs are listed in Appendix 4.

9.0 Working Groups & Special Committees of the Network

Working groups (WG) are committees that fulfill an acute need to support the network's activities, for example, to create a new program. They may also be struck to supplement the work of a standing committee when additional expertise or operational assistance is needed.
Special Committees (SC) engage in a defined research or consultation task (for example, in response to a call for input from an external partner).

Membership, structure, term, and timelines for WG and SC will depend on the specific requirements of the mandate of each group.

WG and SC are struck by the Steering Committee or Executive Committee with a specific, time-limited mandate which can be extended if required. WG or SC may also be created following Executive committee approval of a request from a Standing committee, or from members or allies of the network.

Members, allies, or Standing committees wishing to propose a WG or SC can submit a request to the CBSN Project Administrator. Requests will normally include a brief justification for the request, proposed (draft) mandate and term of the committee, and expertise required among its members. Approval of WG or SC committees will depend on: alignment with CBSN mission and vision, a clear mandate with feasible goals, urgency of the need relative to other priorities, financial issues, and availability of members willing to commit to the work required.

Chairs or Co-Chairs of WG and SC are appointed by the steering committee when the group/committee is struck.

Current WG and SC are listed in Appendix 6

10 Advisory Committee

At the discretion of the Executive committee, an Advisory Committee may be struck with the purpose of maintaining continuity and information flow as Steering committee roles shift. The Advisory Committee membership will normally include up to 4 former members of the steering committee who commit to knowledge sharing and providing an external perspective on leadership decisions. Additional members may be added as required on approval of the Executive committee. Term of membership on the Advisory committee would usually be 1-3 years.

Appendix 1: Structural Overview
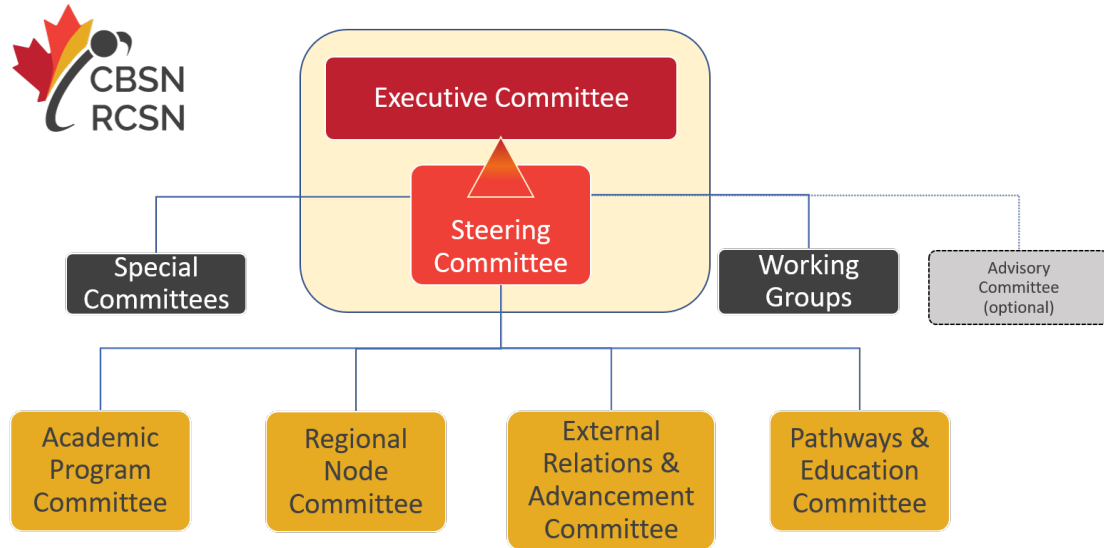
Appendix 2. CBSN Regional Node Program

The Regional Node Program fosters the development of centrally-supported, grass-roots clusters of CBSN members, Allies, and Friends of the network who engage in local activities that align with the CBSN Mission and Values (https://blackscientists.ca/about-us/#mission). The regional node program will enable important anti-racism actions to support Black inclusion in STEMM at local and regional levels, while highlighting and making visible contributions of Black researchers in each region.

The need for local connections in addition to the overarching national programming of the Network is clear. The literature shows that Black trainees (along with others from under-represented groups), are less likely to be part of mentorship relationships, and less likely to be offered research opportunities than members of majority population groups. Moreover, interaction with role models who have overcome challenges associated with racism and exclusion can provide powerful motivation to students. Regional nodes are well placed to address these issues.

Regional nodes may host virtual events, but are encouraged to incorporate hybrid or in-person events in their programming. Local interests, capacity, funding, and talent are expected to drive the initiatives of each node within the broad umbrella of the CBSN mission and vision. For example, programs may be related to mentorship, discussion groups, socials, career panels, professional development workshops, and other activities to support Black trainees, researchers, practitioners, and academics in STEMM. Forging connections with local pathway programs for Black youths and undergraduates in STEMM, and mentoring the participation of school-aged children in the CBSN-Y/ RCSN-J science fair is are key goals for the regional node program.

Development Pathway & Supports

1. **Development of regional nodes will rest on a critical mass of interested members in a given region willing to serve as a Node formation and/or executive committee.**

- This committee must include **at least two professionals with permanent positions** in the region to ensure continuity of the group beyond the terms of trainee leaders. Interest in forming a node should be communicated to the Steering committee or the Regional Node Program Committee (via this intake form).

2. The Regional Node Director and Regional Node Program Committee will connect with proposed node leaders to support the process of Node formation by sharing information on development paths taken by other nodes, and providing other resources, such as documents describing different organizational structures used by other nodes. The Regional Node Program Committee will work with node formation committees to develop a proposal for a regional node.

3. **Regional node formation committees are advised to meet with prospective node members as early as possible in the process** to gauge interest and aspirations of regional members.

The Network will provide administrative support for the process of Node formation by circulating initial solicitations of interest and meeting registration information to all members and Allies located in a given region. The Network can also create surveys or manage virtual meetings on request if capacity permits. Content of messages and surveys, and chairing virtual meetings will be the responsibility of the regional node formation committee.

4. Following input and expressions of interest from prospective members, **Regional Node formation committees should draft or refine a proposal for the structure and key goals of their node**. Consultation with the Regional Node Director during this process is encouraged.

5. **The Regional Node formation committees should submit their refined proposal for consideration by the Steering Committee**, which will consider the document in a discussion led by the Regional Node Director. A 2/3 majority of the steering committee quorum is required to approve a new regional node.

6. **Approved Regional Nodes (hereafter referred to simply as 'Regional nodes') will be issued a CBSN-branded logo** that can be used in official communications and events. All regional nodes are to adopt the naming convention CBSN-region and/or RCSN-région. The CBSN-branded logo and Regional Node name may only be used for activities and communications consistent with the approved proposal from the Regional Node. For non-routine use of branding (e.g., on a press release), the Regional Node must apply to the Steering committee for approval.

7. **Regional nodes will be provided with landing page on the CBSN website**, and regional activities will be advertised via the online calendar. Content for the landing page must be provided by each Regional Node and approved by the Communications Director.

8. **Regional Nodes will be eligible for seed funding each year from the Network.** To access funds, each node must submit a brief funding application. Funding will depend on availability, approved budget allocation for the year, the number of members of each node, and the clarity and relevance (to CBSN mission & vision) of the activities outlined in the application.

9. Regional nodes may administer their own funds if they have accounting support from a host institution or organization. Alternatively, the Network can hold and administer funds for the Node. Notwithstanding such support, each Regional node should appoint a treasurer.

10. **The Network encourages, and will support, applications for external funding support, in-kind support, sponsorship or philanthropy by Regional Nodes.** Such applications/solicitations must be coordinated via the Regional Node Program Committee.

11. **Each Regional Node must name 1 or 2 representatives who will be appointed to the Regional Node Program Committee.** This committee will constitute a community of practice for sharing of promising programs and activities, and ensure the coordinated flow of information among nodes and with the Network.

12. **Once each year, Regional Nodes must submit a report on their activities and expenditures**. The report should include a draft budget for the coming year, and an overview of plans for fundraising and requests for Network supports (administrative or financial).

Appendix 3. Leadership portfolios

Role	Leads	Supports
President	Executive & Steering committees Meeting agendas Annual conference Government relations Procurement/ RFP processes	Relationship development (partners, sponsors, donors)
President-elect	Network-wide meetings Mentorship Program Membership directory	Staff management Annual conference External Relations & Advancement Committee
Past-President	Relationship development (partners, sponsors, donors) Philanthropy & grants Staff management	Government relations Academic Program Committee
Vice President	Constitution/by-law development & revision Strategic Plan development & tracking Regional Node Program Committee Website maintenance & updates	Career Programming & Events Mentorship program & initiatives
Vice President-Elect	Constitution/by-law compliance Career Programming & Events Mentorship programs	Constitution & by-law development & revision Strategic Plan development & tracking Regional Node Program Committee
Treasurer	Yearly Budget process & approvals Financial compliance & reporting Invoicing & payouts Liaises with network host accounting Manages revenue-generating initiatives	External affairs & Advancement Procurement/ RFP processes
Secretary	Internal communications content Manages & consults on MOU, MOA Organization of documents & agreements Correspondence Membership directory	Communications
Academic Program Directors (2)	Academic Program Committee Annual conference program Seminar series Career development programming	Annual Conference organization
Communications Director	Branding & Visual identity Social media calendar & content Development & maintenance of contact lists	Internal communications Relationship maintenance
Pathway Program Director	Pathway program relationships CBSN-Y/ RCSN-J Science Fair	Pathway & Education Committee Regional Node Program

	Mentorship for young scientists	
STEM Inclusion Director	Black STEM inclusion programs & research STEM education & pathway grants Resource & toolkit development	
Lead Ally	Annual Conference Award Adjudication Ally nominations & initiatives Fundraising/ sponsorships	External relations & Advancement committee Philanthropy & grants
Trainee Representative	Trainee surveys Trainee workshops	Website development Mentorship programs Social media content
Regional Nodes Director	Regional Nodes Program Regional Nodes Committee	Science Fair Career Programming
Members-at-Large		
Statistics Canada Liaison	Statistics Canada Black Health Equity working group Data & data analysis requests Government ministry relationships Career portal/webpage	
Mitacs Liaison	Business development Private-sector relationships	Career development programs

Appendix 4. Leadership incumbents (June 2023)

Role	Incumbent	Term start date	Term end date	Next election
President	Maydianne Andrade	July 2020	June 2025	--
President-elect	vacant			July 2023
Past-President	vacant			--
Vice President	Erique Lukong	July 2021		
Vice President-Elect	vacant			July 2023
Treasurer	vacant			July 2023
Secretary	vacant			July 2023
Academic Program Directors (2)	Loydie Jerome-Majewska Kimberley Gauthier	July 2020 July 2022	June 2024 June 2024	July 2023
Communications Director	Oluwatimilehin Adebayo	April 2023		
Pathway Program Director	Kevin Hewitt	July 2020		
STEM Inclusion Director	Jennifer D Adams	July 2022		
Lead Ally	Tamara Franz-Odendaal	July 2020		
Trainee Representative	vacant			July 2023
Regional Node Director	Jude Kong	July 2022		
Members-at-Large				
Statistics Canada Liaison	Toyib Olan Olaniyan	July 2021		
Mitacs Liaison	Christopher Dixon	July 2023		

Appendix 5. Provisional mandates of Standing Committees

Below are provisional descriptions of the range of responsibilities of each of the standing committees of the network. It is anticipated that the work will ramp up slowly as we build capacity within each committee and develop processes and documentation to support new programs.

It is anticipated that members of each committee will initiate their work by considering and prioritizing the items within their provisional mandate, consider whether some items require coordination with other committees, and share their goals for the year ahead, in writing, with the steering committee for discussion.

Maydianne Andrade
President, CBSN
June 18, 2022

1. **Academic Program Committee.** Leads organization and implementation of CBSN/RCSN scholarly programming with major outward-facing components including:
- BE-STEMM conference & seminars
- Career panels
- Career development events (e.g. workshops)

Tasks include scheduling, content, registration, abstract/project submission, post-event reporting. Liaises with President in procurement processes related to conference vendor(s).

2. Pathways & STEM Education Committee. Leads and implements programs related to K-12 to post-secondary pathways for Black youth, and research and toolkit development for inclusive STEM Education. Manages BE-STEMM Beyond Borders. Creates networks and programming to connect leaders of pathway programs and STEM Education initiatives for Black youth from across the country. Promotes and support development of local partnerships developing entrants to the CBSN-Y/ RCSN-J Science Fair. Works with Program Committee to organize and implement the Science Fair. Connects pathway programs to CBSN/RCSN mentors.

3. **External Relations & Advancement Committee**. Develops and maintains relationships with external stakeholders and partners, develops employment and training pathways for members with partners, maintains and expands roster of career fair vendors and sponsors for annual conference and other outward-facing events. Identifies and coordinates applications for grants. Maintains connections with federal government offices, and federal funding bodies (NSERC, CIHR, SSHRC, NRC, Mitacs)

8**. Committee on Regional Nodes**. Comprised of leaders from all regional nodes. Leads development of regional nodes and reciprocal flow of information with the national network. Develops procedure, forms and adjudication rubrics for application of regional nodes for support from the network. Supports application of regional nodes for local resources and recognition from local institutions and organizations. Develops guidelines for regional node activities that align with CBSN mission & values, supports development of local programs, and oversees branding of local events. Oversees relationships with the Regional Node Hosts (one for each of 6 regions).

Appendix 6. Leadership Expectations & Commitments, Memorandum of Understanding

The Canadian Black Scientists Network (CBSN/RCSN) recognizes and appreciates the volunteer labour of everyone who takes on a leadership role in the Network via the steering committee, standing committees, working groups, or special committees. In order to ensure robust network functioning, a commitment to a leadership role requires agreement to fulfil the following expectations:

o   Being aware of and following the CBSN code of conduct.
o   Timely responses to requests for meetings, and RSVPs to meeting announcements.
o   Critically reviewing all meeting agendas and documentation in advance of each meeting.
o   Reviewing shared materials, videos and/or action items after any meetings that are missed.
o   Providing timely feedback on network initiatives and plans.
o   Engaging in online communication and co-working through the Network's Slack workspace and Sharepoint site for document sharing and co-working. Leaders are expected to check it regularly for communications (minimum of once per week).
o   Proactively leading and taking ownership of work associated with expectations of the role
o   Adhering to timelines for completion of tasks associated with the role.
o   Engaging proactively in actions that will advance the priorities associated with the role, taking ownership over progress in programs and initiatives within their portfolio
o   Declaring conflicts of interest (COI) when they arise. Normally, a member with a COI will be asked to recuse themselves from discussions or decisions in which they have a COI.
o   Acting for the benefit of the network, while sharing unique perspectives and experiences relevant to issues under discussion
o   Resigning from a leadership role if unable to devote the time or energy needed to execute the expectations for the portfolio of appointment
o   Committing to restricted use of a CBSN title or affiliation in public statements or public-facing events. The name and logo of the CBSN may be invoked only for public statements that are approved by the Communications Committee in consultation with the Steering Committee. Such statements will only be approved if they align with the CBSN mission & goals, are non-partisan, and consistent with the CBSN's strategic priorities.

In addition, for those who agree to serve as a Chair or Co-Chair of a committee or working group agree to:
●   organizing and chairing monthly meetings for the members of the committee/group
●   making sure meeting minutes are generated to record decisions, action items and activities
●   ensuring action items and timelines are clear for each member of the committee/ group
●   drafting a short report on the committee/group's activities that is to be submitted to the CBSN Steering Committee three times each year
●   attending a Steering Committee meeting three times each year to convey updates from the working group.

I acknowledge and commit to the expectations outlined above.

Name:	**Date** (dd/mm/yr):
Signature:	**Role:**
Term (typically 2 or 3 years): July 1 (year) _____ to June 30 (year)_____	