



Stem Cell Network Trainee Communications Committee Overview

September 2022

The purpose of the Stem Cell Network (SCN) Trainee Communications Committee (TCC) is to contribute to the development and delivery of SCN's training program for trainees in the stem cell and regenerative medicine community through three main areas of activity:

- The TCC organizes and delivers specific workshops and events related to the annual Till & McCulloch Meetings (TMM).
- The TCC communicates the training and career development needs of the broader stem cell and regenerative medicine trainee community to SCN management. This will inform the development of SCN's training program by SCN management.
- The TCC participates in communications related to SCN events and activities or other social media work aimed at elevating the profile of SCN and its activities.

TCC members serve as representatives of the larger SCN trainee community and provide various perspectives and outline needs that may reside within the training community. TCC members are selected to ensure national representation and representation of all SCN areas of focus, including early translational research; clinical applications and translation; commercial and technology development; research into the ethical, legal, and social implications of stem cells and regenerative medicine; and policy development. TCC members are selected to ensure the committee is representative of the diversity of Canada's stem cell and regenerative medicine community. **SCN values the individual differences, lived experiences, expertise, and knowledge of those in the community regardless of age, ancestry, culture, physical ability, gender identity, race, religion, and sexual orientation.**

Calls for new TCC members will be periodically issued to ensure that the committee remains representative of the community's geographic and societal diversity. **The term of membership of the TCC is two years, with the option to renew for an additional year. The next term of the TCC is April 1, 2023 to March 31, 2025.**

The primary responsibility of the TCC is to develop and deliver training and/or career development workshops or events for trainees attending TMM, including two pre-conference workshops and Meet the Experts session(s). The TCC is expected to develop these events considering the recognized needs of the broader stem cell and regenerative medicine trainee community.

TCC members are also expected to:

- Participate in consultations with SCN management with respect to the development of training initiatives that will benefit trainees working in the field of stem cells and regenerative medicine across Canada.
- Participate in teleconference or videoconference meetings throughout the year and one annual face-to-face meeting to take place during TMM.
- Remain in good standing through attending 80% of all scheduled meetings of the TCC; failure to do so may result in termination of the individual's membership status at the end of the term.
- Assist, on occasion, with communications related to SCN events and activities or other social media work aimed at elevating the profile of SCN and its activities.



As TCC members are required to attend one face-to-face meeting coinciding with TMM and deliver the TCC-organized workshops and events on-site at TMM, SCN will cover travel and accommodation for TCC members to attend TMM. As a token of appreciation for the efforts of TCC members in executing the training and/or career development events at TMM, SCN will provide TCC members in good standing with a discount code to waive the registration fee for TMM.

To be eligible to apply for membership of the TCC, **trainees must work in a Canadian university or research institute in the field of stem cells or regenerative medicine AND must be able to commit to complete the term April 1, 2023 to March 31, 2025.**

**Stem Cell Network Trainee Communications Committee
Terms of Reference**

Purpose	The purpose of the TCC is to contribute to the development and delivery of SCN’s TMM-related training workshops, communicate the training and career development needs of the broader stem cell and regenerative medicine trainee community to SCN management, and to participate in communications activities that profile SCN events, activities or the Network’s stem cell and regenerative medicine community.
Authority	The TCC reports directly to SCN’s Vice-President, Research and Training.
Composition	<p>The Committee shall include a minimum of 10 and a maximum of 15 trainees.</p> <p>The SCN Vice-President, Research and Training, Training Coordinator and Knowledge Mobilization Specialist shall be members of the TCC.</p> <p>One member shall serve as the Chair of the TCC, and one member shall serve as the Vice-Chair of the TCC.</p>
Appointments	<p>SCN management, in consultation with the current TCC Chair and Vice-Chair, will select new members, as required, from applications submitted to SCN.</p> <p>New members are selected with equity, diversity and inclusion in mind to ensure representation from across Canada and across all disciplines, and to ensure the Committee is representative of the diversity of Canada’s stem cell and regenerative medicine community.</p> <p>SCN management will select the Chair and the Vice-Chair of the TCC based upon prior contributions to the TCC.</p>



Term	Voting positions on the TCC shall be for a period of two years, with the option to renew for an additional year.
Quorum	A majority of the committee shall constitute a quorum.
Meetings	The TCC will meet via videoconference at the call of the Chair of the committee at least three times per year. The committee will meet in person once a year at the Till & McCulloch Meetings.
Administration	Preparation and circulation of agendas, minutes and background information will be provided by the Committee Chair or Vice-Chair with the help of SCN management and Committee members. The Secretary of the TCC will be selected by SCN management, and is responsible for taking the minutes of each meeting.