

# **NATIONAL RESEARCH SUB-COMMITTEE (NRSC): TERMS OF REFERENCE**

## **1. Status:**

The NRSC is one of several national sub-committees and groupings established by the Third Age Trust to assist with specialist advice and support for the Trust.

## **2. Purpose**

- 2.1 To support the Third Age Trust's strategic objectives by promoting effective research/enquiry-led learning within the U3A movement and in collaboration with relevant external organisations in the UK.
- 2.2 To facilitate advice and support for research/enquiry-led learning throughout the U3A.

## **3. Main Areas of Responsibility**

- 3.1 To coordinate a national Research Network of U3A members who have volunteered to help promote, advise on and develop a wide range of research/enquiry-led learning activities throughout U3A e.g. Research Ambassadors, Shared Learning Project Coordinators, Research Coordinators and others as appropriate.
  - 3.1.1 To recruit members representing all U3A regions and with a relevant spread of skills and experience.
  - 3.1.2 To facilitate joint meetings, training, administrative and other support, and encourage collaboration between members of the Research Network.
  - 3.1.3 To set up task-based working parties as and when required, the terms of reference and membership to be agreed by the NRSC.
  - 3.1.4 To promote and facilitate access to the Research Network as a national U3A resource and encourage collaboration with other relevant groups e.g. The Board and National Office; Standing Committee on Education and other Trust committees; Regional, Network and U3A committees.
- 3.2 To advise on and share examples of good practice, including ethical and legal guidelines for all research/enquiry-led learning involving U3A members.
- 3.3 To encourage and develop events such as workshops and study days that showcase the variety of U3A research/enquiry-led learning, to inspire and empower more U3A members to get involved.
- 3.4 To support the development of hardcopy, electronic or other resources that assist and promote U3A research/enquiry-led learning activities e.g. guides/handbooks, advice, news and other articles, websites, forums, social media.

- 3.5 To maintain a National Research Database accessible to all U3A members and the public in order to share the achievements of U3A research projects, and to inspire and assist further research/enquiry-led learning.
- 3.6 To encourage and support links with relevant external organisations in order to promote U3A capabilities and develop opportunities for SLPs and other collaborative research /enquiry-led learning.
- 3.7 To advise on the handling of requests from external researchers seeking U3A participants so as to ensure the research is relevant to U3A aims and objectives, adheres to best practice guidelines, and provides learning opportunities for U3A members.

#### **4. Membership**

- 4.1 The NRSC will be chaired by a member of the Trust's Board.
- 4.2 The Committee will comprise at least the following: the Chairman, the Research Subject Adviser, National Coordinator of Shared Learning Projects, National Coordinator of Research Ambassadors, the Leaders of each Working Party, and others as appropriate.

#### **5. Conduct**

##### **5.1 Relationship with the Trust's Board:**

- 5.1.1 Minutes of committee meetings will be disseminated to the Board by the NRSC Chairman within two weeks of approval and will be lodged on the Board's website.
- 5.1.2 Progress will be reported at Board meetings as appropriate.

##### **5.2 Relationship with National Office:**

- 5.2.1 The NRSC will maintain direct links with staff at the National Office as appropriate.

##### **5.3 Committee meetings:**

- 5.3.1 Each meeting will have an agenda which will be disseminated to members at least one week before the meeting along with any documents for consideration.
- 5.3.2 Meetings may be held in person, by teleconference/Skype or any other means deemed suitable by the Committee.