



training a new generation of researchers
in gastroenterology and liver

former une nouvelle génération de
chercheurs en gastro-entérologie et foie

TERMS OF REFERENCE

Mentorship Committee



Guiding Principles

All of TRIANGLE's work is guided by these principles:

- Grounded in justice, equity, diversity, and inclusion best practices.
- National representation
- Interdisciplinarity
- Awardee representation and leadership
- Patient and family engagement
- Embracing Indigenous ways of knowing, doing, and promoting health and well being
- Representation across the four CIHR pillars of research and the GI and liver research communities

1 Purpose

The Mentorship Committee supports the TRIANGLE program, which aims to help awardees:

- Make significant contributions to advancing knowledge about the role of the gut and/or liver in health and disease.
- Gain proficiency in a range of cutting-edge research methods and scientific inquiry techniques.
- Receive comprehensive, value-added training that equips them with transferable professional skills necessary to succeed in diverse gastroenterology and hepatology careers, such as in academia, medicine, communications, industry, policy, and management.
- Build an inclusive, diverse, and engaged TRIANGLE community that promotes the success of awardees, offering support, mentorship, access to research and professional networks, and opportunities for community building.

The purpose of the Mentorship Committee is to lead the operations of the mentorship program.

2 Membership

The mentorship team within TRIANGLE will consist of 2 groups. (1) The **Mentorship Board** will include all mentors who are actively mentoring awardees. This will consist of a maximum of 45 mentors per year. (2) The **Mentorship Committee** will consist of the Mentorship Committee Chair, plus 3-7 mentors who are part of the mentorship board. Among all members, there should be a representation of:

- a) At least four pillars of health research
- b) A comprehensive geographic representation
- c) French speaking members



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- d) Black and Indigenous mentors

3 Length of Tenure

Mentorship Board: Mentors will remain on the board for the duration of the mentee's award. This is usually 3 years.

Mentorship Committee: Appointed members of the Mentorship committee will remain on this committee for a term of three (3) years. All members will be eligible for reappointment for the term immediately following their tenure. The Mentorship Committee Chair, as elected by the Executive Committee, will hold a term of five (5) years. As TRIANGLE is a volunteer network, there are no honoraria or stipends associated with this position. TRIANGLE will however reimburse any travel expenses for TRIANGLE events.

Membership Approval: Chairs are free to choose their own committee members and can request help with recruitment from the Program Manager and the Program Co-Leads. The TRIANGLE steering committee will review committee composition annually to ensure that they meet, as much as possible, the membership guidelines above.

As TRIANGLE is a volunteer network, there are no honoraria or stipends associated with this position. TRIANGLE will however reimburse any travel expenses for TRIANGLE events.

4 Function of the Committee

Mentorship Board Members

- Create a mentorship plan that is mutually agreed upon by the learner and the mentor, which is then executed for the duration of the award. This agreement will be developed at the mentor/mentee's 1st meeting. You can find a link to the contract here: <https://surveys.sickkids.ca/surveys/?s=JDWK8YMLAL3Y93H3>
- Complete a mentorship evaluation that will be sent back to the mentorship chair on an annual basis.

Mentorship Committee & Chair

- Review the assignment of mentors to each awardee enrolled in the program.
- Review the mentorship agreement for each mentorship team.
- Review a summary of the learner's progress and engagement based on a brief report from the TRIANGLE advisor who met with the learner at the summit.
- Develop the structure, goals, and timeline of the TRIANGLE mentorship program.
- Ensure that the mentorship program aligns with the goals and strategic objectives of TRIANGLE.
- Continuously review the mentorship program and its timeline, making adjustments as necessary to ensure its success.



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5 Meetings

Mentorship Board:

The following meetings shall take place on an annual basis.

- Executing the mentorship agreement as agreed upon by the mentor and mentee (at minimum, quarterly meetings with the mentee).
- Any additional meetings as needed and requested by the Mentorship chair.

Mentorship Committee:

Will meet at least 4 times a year virtually.

6 Process for Amendment

An amendment to this document requires a notice of motion by the TRIANGLE Steering Committee. The amendment will be voted on and will require support from the majority of members in attendance.