

BC Knowledge Translation Community of Practice (BC KT CoP)

Community Charter

Version 3.0
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1 Acronyms & Definition/Resource Links

BC: British Columbia
CLC: CoP Leadership Committee
CoP: Community of Practice ([definition](#))
KT: Knowledge translation ([definition](#))
KT: Models ([example](#))

2 Introduction

2.1 Background

The BC Knowledge Translation Community of Practice (BC KT CoP) was formed in BC by a small group of interested individuals in 2011 and has evolved over time as new members have joined, the field of KT and CoPs have matured, and technology has become ever-more accessible. The CoP is volunteer-member driven and operates with no funding but with in-kind contributions from members and their organizations.

2.2 Mission

The CoP:

- provides a forum for members to develop, share and enrich KT activities undertaken in BC.
- facilitates opportunities for collaborations between members thereby building capacity in BC-based KT expertise.
- fosters relationships across the membership to augment KT connections.

2.3 Membership

Membership is free, and is comprised of individuals *interested in the practice and study of KT*. While the membership is primarily in BC and is predominantly health-related, anyone is welcome and encouraged to join in order to share learnings and resources related to KT across diverse sectors and disciplines.

2.4 Charter Purpose

The Charter documents information required by members to approve and support the activities necessary for successful cultivation and sustainability of the CoP.

3 Activities

Activities include regular meetings held face to face and via webinar, an active member-driven website and social media channels. A *Strategic Plan* and *Communications Plan* outline these in detail.

4 Evaluation

Evaluation of the CoP is guided by a *Logic Model* and *Evaluation Plan*, with reporting available on the website for transparency.

5 Community Participation

5.1 Individual and organizational benefits

Through the sharing, creation and management of knowledge around KT issues, the community enables individuals to:

- Continue learning and developing professionally
- Access expertise
- Improve communication with peers
- Enhance quality of knowledge translation activities
- Network to keep current in the field
- Develop a sense of professional identity
- Enhance professional reputation

The community benefits the larger BC community utilizing KT by:

- Reducing time/cost to retrieve information
- Reducing learning curves
- Improving knowledge sharing and distribution
- Reducing rework and reinvention
- Enabling innovation
- Providing access to KT knowledge, skills and experience
- Building alliances, contacts and networks.

5.2 Community norms

- Operate around the following governance principles: participation, transparency, responsiveness, consensus orientation, equity and inclusiveness, effectiveness and efficiency, and accountability
- Be open to all with an interest and who abide by community norms
- Encourage the ongoing education of members and the deepening of expertise among members

5.3 Ground Rules for Being a Member

Members will:

- Share challenges, and lessons learned as well as successes

- Strive to create an environment of trust and to foster insightful, non-threatening discussion of ideas and experiences
- Distribute leadership responsibilities and collectively share in the management of the community
- Advance their personal and professional goals through participation in the community
- Contribute to the community through their experiences, skills, and time
- Agree to be respectful and use appropriate language in group discussions and to listen and respond to each other with open and constructive minds
- Will not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- focus on ideas
- Will participate to the fullest extent possible -- community growth depends on the inclusion of every individual voice
- Commit to search for opportunities for consensus or compromise and for creative solutions
- Will contribute to an atmosphere of problem solving rather than stating positions
- Agree to speak from their own experiences instead of generalizing ("I" instead of "they," "we," and "you")
- Will attempt to build on each member's strengths, and help each other improve areas in need of further development

6 CoP Leadership Committee (CLC)

The CoP is governed by a volunteer-run CoP Leadership Committee (CLC). The CLC is responsible for oversight of the CoP and moving its activities forward through an aggressive *Strategic Plan*. The CLC is responsible for reviewing the Strategic Plan annually and updating as needed.

6.1 Roles and Responsibilities

CLC members hold roles with associated responsibilities. Members hold a role for a minimum of six months with no maximum time commitment. CLC members are expected to attend monthly hour-long meetings. In the interest of building momentum in this young and volunteer-driven CoP, more than two absences in a row will result in the absent member being approached by the CLC & Meeting Leader to determine their interest in continuing.

As vacancies in the CLC emerge, the general membership will be polled to ask for interested individuals. If a single candidate volunteers, they will assume the vacant role and the general membership will be notified. If there are multiple interested parties, the interested candidates will be advised of this. If one does not emerge as an obvious choice, the candidates may elect to co-lead or work together in some other dynamic, as determined by the candidates and CLC.

CLC Role	Responsibilities
CLC & Meeting Leader	<ul style="list-style-type: none"> • Responsible for CoP Leadership • Lead and facilitate discussion of CLC meetings • Follow up on deliverables/action items from meetings • Ensure CLC members contribute equally and are engaged in performing their roles • Lead CoP meetings: welcome members, introduce presenter, facilitate Q&A, thank presenter • Responsible for CLC Meetings <ul style="list-style-type: none"> ○ Collect agenda items • Create and circulate agenda prior to meetings • Distribute notes after meetings to all CLC members

CLC Role	Responsibilities
Communications Leader	<ul style="list-style-type: none"> • Responsible for administering and revising the Communications Plan, i.e. <ul style="list-style-type: none"> ○ Moderating website content ○ Providing website support and management, when needed ○ Distributing newsletters via website ○ Managing the chapter’s social media accounts (Twitter, YouTube) ○ Downloading presentation recordings and uploading to chapter’s YouTube channels ○ Posting chapter news to website, when available/appropriate
CoP Meeting Organizer	<ul style="list-style-type: none"> • Responsible for CoP meetings: <ul style="list-style-type: none"> ○ Establish schedule of date and time for meetings or events (such as webinars) and add to website calendar ○ Send out meeting invitations to the group including venue information, agenda and other pertinent details via email and post to website ○ Identify venue to host meeting, including teleconference line and/or communication technology (i.e. WebEx) log-in information ○ Provide coaching materials to presenters who have not used webconference technology before
Evaluation Leader	<ul style="list-style-type: none"> • Responsible for administering and revising the Evaluation Plan, i.e. <ul style="list-style-type: none"> ○ Develop member satisfaction survey instrument ○ Administer surveys ○ Generate reports • Report out via website
Membership Leader	<ul style="list-style-type: none"> • Responsible for membership management, i.e. <ul style="list-style-type: none"> ○ Approve members on website, monitoring incoming alerts in a timely way ○ Respond to questions from members about joining, updating their profile, notifications, etc. ○ Delete member profile when a member requests to be removed ○ Follow up with members to ensure profiles are complete (i.e. the second step of profile completion)
Liaison Chair	<p>Serve as intermediary between other KT/KTE CoPs on the BC KT CoP’s behalf</p>