

Explorers' Edge Research, Tracking and Measurement Committee Draft – Terms of Reference

1. THE ROLE OF EXPLORERS' EDGE RESEARCH, TRACKING AND MEASUREMENT COMMITTEE

The role of the Research Tracking and Measurement committee is to advise the Board of Directors on research & measurement strategies, initiatives and innovation that promote the research and measurement interests of Explorers' Edge. Members of the committee may be called on from time to time to interact with external stakeholders and agencies.

2. RESPONSIBILITIES OF THE RESEARCH TRACKING AND MEASUREMENT COMMITTEE

The Committee shall take responsibility and appropriate steps with the objective of

- Assuring the quality of research, tracking and measurement activities;
- Establishing criteria and developing processes for reviews of all research;
- Monitoring performance measures for research, in order to advance quality of the science and safeguard scientific integrity;
- Assuring the quality of tourism activities with respect to tracking mechanisms outline in the Provincial Transfer Payment Agreement; and
- Ensuring that an applicable tourism indicator framework is in place.

3. ACTIVITIES

The Research, Tracking and Measurement Committee is accountable to the Board of Directors for the following tasks:

- Annual assessment of Explorers' Edge tracking and measurement tools
- Ongoing overview of tourism performance indicators
- Drafting proposals, research recommendations and facilitating regional feedback.
- Keeping records of research programs, suggestions, enquiries, etc;

4. MEETINGS

- Quarterly meetings with locations, conference call details, dates and times decided chosen by majority of the Tourism Operator Relations Committee
- Meetings will be Chaired by a member of the Explorers' Edge Board of Directors

5. COMPOSITION OF THE COMMITTEE

- At least two members of the Explorer's Edge Board of Directors will sit on the Tourism Operator Relations Committee at all times.
- The committee is inclusive to regional operators and applicable organizational leaders.