

## Canadian Association of Research Administrators

### *Terms of Reference for LinkedIn Community Curators*

Thank you for contributing to your association and profession as a Community Curator! The CARA LinkedIn group provides valuable information for CARA members and other stakeholders, and we appreciate your important leadership in your community. CARA aims to grow its LinkedIn group membership by 2% annually and your contributions help achieve that goal.

Community Curators are given a mandate by the CARA executive to:

- Post articles and links and catalyze discussions on relevant topics\* in the CARA LinkedIn group and/or comment on posts on a weekly basis
- Encourage CARA LinkedIn group members to participate in both the LinkedIn group and broader CARA initiatives
- Invite your network to join the LinkedIn group which is open to both CARA members and non-members
- Attend the national conference
- Act as leaders at the annual conference by volunteering to greet members at the CARA booth and the reception

Community Curators are also encouraged to:

- Connect with other Community Curators to identify collaborative approaches to the role and share best practices and ideas
- Maintain a high profile in the broader CARA community by participating in a variety of CARA initiatives (mentorship program, sharing expertise via the CARA Connection or other opportunities)
- Reach out and actively grow CARA membership

Community Curators are initially appointed for a 1-year term which is typically renewed for a second year. If the Community Curator and CARA executive are in agreement on the satisfactory contributions of the Community Curator, the Community Curator may continue for a longer period subject to ongoing annual review.

CARA wants to support you in your role, so please contact [info@cara-acaar.ca](mailto:info@cara-acaar.ca) if you have any questions or suggestions.

\*Relevant topics include issues pertinent to CARA and the profession of research administration both in Canada and globally. The topics would include:

- research administration and management
- college, university and academic research administration
- news about research
- research funding announcements
- resources related to professional careers in general (topics on interviews, resumes, public speaking, networking, etc.)
- CARA events such as webinars and conferences
- Equity, diversity and inclusion in research administration and management
- Educational posts about CARA services and programs to encourage members to take full advantage of their membership benefits

Possible sources for news articles include:

- Your network (colleagues, peers, LinkedIn contacts, fellow CARA members)
- Your institution
- Your local newspaper
- Provincial or Territorial funders
- Federal funders ([NSERC](#), [CFI](#), [CIHR](#), [SSHRC](#))
- [CBC](#)
- [Colleges Ontario](#)
- [Inside Higher Ed](#)
- [National Post](#)
- [The Globe and Mail](#)
- [The Toronto Star](#)
- [Times Higher Education](#)
- [Universities Canada](#)
- [University Affairs](#)
- [University World News](#)
- [CNN](#)
- [BBC](#)
- Other LinkedIn groups such as Research Administrators Network, Sponsored Programs Administration, etc.