

Jigsaw
Research Subcommittee
Terms of Reference – March 2025

The Research Subcommittee is a subcommittee of the Jigsaw Board. The Subcommittee's principal objective is to provide strategic advice, direction and exercise oversight of the organisation's work concerning research and evaluation.

Key responsibilities of the Research Subcommittee:

Vision and Strategy

1. To provide oversight to ensure that the programme of work in research and evaluation is aligned to Jigsaw's Strategic Plan
2. To provide advice and support to the organisation in relation to the development of research projects that support Jigsaw's research agenda
3. To advise on how Jigsaw's research programme of work is best aligned to national mental health and other policies and practice
4. To guide key evaluation questions and to support embedding robust evaluation and informative analytics
5. To advise the Board on the future strategic vision for Jigsaw's work in research and evaluation
6. To review and approve relevant organisational policies and procedures to support the work of research and evaluation
7. To advise the Board on the appropriate resources needed to ensure the delivery of research

Dissemination and Profile

1. To work with Jigsaw to help ensure that research findings are communicated in an accessible way to help inform the provision of supports to individuals and schools by Jigsaw
2. To advise the organisation on maximising strategic working relationships with key stakeholders and external organisations in order to build Jigsaw's profile as a key contributor to youth mental health research
3. To work with internal structures in Jigsaw, such as the Communications Department and the Public Affairs and Communications Advisory Committee, to promote the dissemination of Jigsaw's research and evaluation output

Membership:

The Subcommittee shall consist of Chairperson, who is a Board member, at least two other Board members, youth advocates and external members with a particular interest and expertise in research and evaluation.

The Board of Directors should approve the appointment of external members to Board Subcommittees. Such appointments are made to ensure that Jigsaw has available to it particular expertise and specialise skills and experience relevant to the work of the subcommittees. External members are appointed to Subcommittees for a maximum of three consecutive terms of consisting of three years each.

Relevant staff members shall normally be required to attend all meetings of the Subcommittee.

Other staff shall attend meetings as required.

A staff member shall act as secretary to the Subcommittee.

Casual Vacancies:

The Jigsaw Board, from among their members, shall fill casual vacancies occurring in membership of this Subcommittee. The Board will also consider proposals in relation to the replacement of external members.

Frequency of Meetings and Quorum:

The Subcommittee shall meet not less than two times per year or more frequently if the business requiring its attention should so dictate. A quorum at each meeting shall be two members, one of whom must be a Board member.

The Subcommittee will present verbal and/or written reports to the Board. The work of the Subcommittee should be fully and accurately reflected on the Board's agenda and minutes.

Review:

The Subcommittee shall conduct an annual self-review of its performance.

Terms of Reference to be reviewed no later than March 2026.

Reviewed by the Research Subcommittee on: 11th February 2025

Approved by the Board on: 25th March 2025