

**Centre for Neuroscience Studies  
Executive Education Committee**

**TERMS OF REFERENCE**

- Committee:** Executive Education Committee  
Centre for Neuroscience Studies, Queen's University
- Purpose:** To work with the Lead, Executive Education and Director of the Centre for Neuroscience Studies to coordinate and explore new educational opportunities at the executive level
- Objectives:** To create and implement executive education programs for the Centre for Neuroscience Studies
- To report to the Executive Committee of the Centre for Neuroscience Studies on a quarterly basis or as required
- To ensure the Executive Education programs are revenue generating for the Centre.
- Membership:** Voting
- Lead, Executive Education Committee
  - Director, Centre for Neuroscience Studies
  - Graduate Student Representative
  - Member, Centre for Neuroscience Studies
- Terms:** Faculty Members will be invited to join the Executive Education Committee by the Director of the CNS for a two year period with an option for renewal
- Graduate Student Representative:
- The student will sit on the Committee for a one-year term to allow for equal access to Committee involvement for all students.
    - The same student can sit on the committee for a maximum of two years in a row but must be re-elected through the September election period rather than be grandfathered into the position for the next year.
  - The student representative will be elected by the CNS student body through the CNS September election period.
  - The first meeting after the September election will have both the outgoing and incoming student representatives to allow for proper transition of responsibilities.
- Should a member be unable to attend meetings on a regular basis, the member will be replaced.
- Chair:** Lead, Executive Education Committee
- Secretary:** Senior Secretary, Centre for Neuroscience Studies
- Meetings:** Quarterly
- Quorum:** 50% of the membership (2 members)
- Distribution of Minutes:** All Committee Members

**Communication:** Meeting material shall be posted on the CNS webpage and circulated via the weekly memo. Any information discussed during the meeting that is considered confidential will be done 'in camera'. The 'in camera' minutes will be recorded separately and maintained by the Committee but will not be circulated.