

**CENTRE FOR NEUROSCIENCE STUDIES
STUDENT LEADERSHIP COMMITTEE**

TERMS OF REFERENCE

Committee: Student Leadership Committee (SLC)

Purpose: To work with the staff and Director of the Centre for Neuroscience Studies (CNS) to coordinate and encourage student engagement in the CNS.

Objectives: To ensure the student body of the Neuroscience Graduate Program is represented in the administrative structure of the CNS. To regularly review best practices to ensure the CNS is fully supporting and meeting the needs of the student body. To encourage student participation in activities and events hosted by the CNS. To disseminate information to the graduate student body and communicate issues to the administration. To report to the Executive Committee of the CNS on a bi-monthly basis (or as per the schedule of the Executive Committee) and additionally as required.

Membership:

- Elected graduate student representatives from the Neuroscience Graduate Program for the period of one year with at least one student being a first-year student.
- The number of students on the SLC may vary year to year depending on the interest expressed from the student body up to a maximum of 10% of the student body.
 - Students will indicate interest in joining the SLC within the September election period. Students that wish to sit on the SLC for a second year in a row must be re-elected to the SLC during the September election period (i.e., no positions other than the Lead will be grandfather into the next year's SLC).
- The Lead for the next academic year will be elected from current committee at the August monthly meeting. Acting Lead and Lead-elect will overlap for the months of August and September then the Lead-elect will become Acting Lead September 1 of the new academic year, chairing the September monthly meeting under the guidance of the previous Lead. If no current SLC members apply to be Lead for the upcoming academic year, a Lead will be elected from members of the new SLC at the first (October) meeting of the new SLC. The Lead position will be a one-year term with the option for a one-year renewal. In addition to the responsibilities associated with being a member of the SLC, the Lead will also:
 - Ensure the committee meets on a regular basis and stays focused and on task.
 - Act as Chair at SLC meetings.
 - Report to the Executive Committee on behalf of the SLC.
 - Work with the SLC to develop an understanding of the needs of the Neuroscience student body, working with faculty and staff where necessary to ensure the student body is meeting the needs of the CNS and is participating where and when necessary.
 - Assist administration and students throughout the September election period.
- Committee turnover will begin in September of the new academic year with the last meeting of the current SLC occurring in September and the first meeting of the new SLC occurring in October.
- One liaison to the Graduate Program Coordinator of the CNS will be selected by the newly-elected SLC in the first (October) meeting.
- One secretary will be selected by the newly-elected SLC in the first (October) meeting.
- To maintain membership status on the SLC, a member must be in good standing and attend a minimum of 80% of meetings. One written warning for lack of attendance will be communicated by the Lead to the member prior to termination.
- Students may sit on the SLC for a maximum of two consecutive years.

- Chair:** Lead, SLC
- Secretary:** Selected member of the elected SLC
- Meetings:** Monthly
- Quorum:** 60% of the membership
- Minute Distribution:** 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 SLC but will not be circulated