

**EXECUTIVE COMMITTEE  
CENTRE FOR NEUROSCIENCE STUDIES**

**TERMS OF REFERENCE**

- Committee:** Executive Committee  
Centre for Neuroscience Studies, Queen's University
- Mandate:** The goal of this committee is to provide feedback and recommendations on the day to day activities of the Centre for Neuroscience Studies. This committee will oversee a fair, transparent and effective process for decision making. Final decisions will be the responsibility of the Director of the Centre based on the recommendations of the Executive Committee.
- This committee will work as a team to evaluate, discuss and determine best courses of action on issues as they arise from the Leads of the various Committees being represented
- Responsibilities:** Attend bi-monthly meetings.  
Interact in an inclusive environment with all members of the Committee.
- Membership:** Director, Centre for Neuroscience Studies  
Lead, Research Committee  
Lead, Fundraising and Industry Relations Committee  
Lead, Seminar Lecture Series Committee  
Lead, MR Facility Committee  
Lead, Executive Education Committee  
Lead, Student Leadership Committee  
Lead, Finance Committee  
Lead, Graduate Program Committee  
Project Manager, Centre for Neuroscience Studies  
Representative, Graduate Program  
Representative, Postdoctoral Fellow
- Terms:** Members will become defacto members of the Executive Committee upon assuming their roles as Lead/Coordinator of their respective committees. They will remain on this committee for the duration of their term in their other positions.
- The Graduate Student and Postdoctoral Representatives will hold their positions for a period of one year with the option to renew for one year. These positions will be selected by the existing committee with the final decision resting with the Director of the Centre for Neuroscience studies,

upon submission of a call for applications which will include a copy of a curriculum vitae and a brief statement of interest.

Should a member be unable to attend meetings on a regular basis, the member will be replaced.

- Chair:** The Director of the Centre for Neuroscience Studies will chair all meetings.
- Administration:** The Senior Secretary of the Centre for Neuroscience Studies will attend meetings and take minutes.
- Meetings:** Bi-monthly
- Quorum:** 50% of the membership (6 members)
- Decision Making:** Committee members are encouraged to work toward consensus-based decision making (See Appendix 1)
- Conflict of Interest:** Members should declare a conflict of interest to the Director in advance who will determine an appropriate course of action.
- Reporting:** The committee shall report to the Director of the Centre
- Review:** The terms of reference will be reviewed every 5 years.  
Next review January 2023

## **Appendix A: Consensus-Based Decision Making**

A consensus requires that everyone involved in the decision must agree on the individual points discussed before they become part of the decision. Not every point will meet with everyone's complete approval. Unanimity is not the goal, although it may be reached unintentionally. It is not necessary that everyone is satisfied, but everyone's ideas should be thoroughly reviewed. The goal is for individuals to understand the relevant data, and if need be, accept the logic of differing points of view.

The following rules are helpful in reaching a consensus:

- Avoid arguing over individual ranking or position. Present a position as lucidly as possible, but seriously consider what the other group members are presenting.
- Avoid "win-lose" stalemates. Discard the notion that someone must win and thus someone else must lose. When an impasse occurs, look for the next most acceptable alternative for both parties.
- Avoid trying to change minds only in order to avoid conflict and achieve harmony. Withstand the pressure to yield to views that have no basis in logic or the supporting data.
- Avoid majority voting, averaging, bargaining, or coin flipping. These techniques do not lead to a consensus. Treat differences of opinion as indicative of an incomplete sharing of information, and so keep probing.
- Keep the attitude that the holding of different views by group members is both natural and healthy. Diversity is a normal state; continuous agreement is not.
- View initial agreement as suspect. Explore the reasons underlying apparent agreement on a decision and make sure that all members understand the implication of the decision and willingly support it.