

**Centre for Neuroscience Studies
Executive Education Committee**

TERMS OF REFERENCE

- Committee:** Executive Education Committee
- 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
- The Graduate Student Representative will hold their position for a period of one year with the option to renew for one year. This position will be selected by the existing committee with the final decision resting with the Graduate Coordinator 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:** 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 is not considered confidential and any decisions made should be disseminated to appropriate individuals