

**FINANCE COMMITTEE
CENTRE FOR NEUROSCIENCE STUDIES**

TERMS OF REFERENCE

- Committee:** Finance Committee
Centre for Neuroscience Studies, Queen's University
- Purpose:** To advise the Director of the Centre for Neuroscience Studies on financial issues and proposed budgets and expenditures for the Centre.
- To monitor the financial statements of the Department and produce an annual financial report which will be available for presentation at Executive Committee
- To work with Leads in the Centre for Neuroscience Studies to develop a long-term plan for financial sustainability of the Centre.
- Membership:** Director, Centre for Neuroscience Studies (the Director also holds the position of Committee Lead)
Project Manager, Centre for Neuroscience Studies
Departmental and Financial Assistant, Centre for Neuroscience Studies
Graduate Assistant, Centre for Neuroscience Studies
Representative, Faculty of Health Sciences, School of Medicine Business Office
Representative, Faculty of Arts and Science Finance Office
Representative, Office of the Vice Principal Research Finance Office
Two CNS Faculty Members
- Terms:** The administrative positions of the committee will stand.
- The faculty member positions will be for a period of two years.
- Chair:** Director, Centre for Neuroscience Studies
- Secretary:** Senior Secretary to the Director, Centre for Neuroscience Studies
- Meetings:** Quarterly (or as required)
- Quorum:** 56% of the membership (5 members)
- Decision Making:** Committee members are encouraged to work toward consensus-based decision making (See Appendix 1)
- Objectives:** Forum for open discussion on financial issues of the Centre
To provide assistance to the Director regarding financial and funding issues
To establish an orderly, fair and transparent budgeting process
To address variances between budget, revenues and forecasts

Date of Last Review: January 2019

Date of Next Review: December 2024

To suggest and explore alternative sources of revenue in collaboration with the Leads of the Centre
To advise regarding expenditures

Reporting: The Lead of the Finance Committee/Director of the Centre for Neuroscience Studies will report to the Executive Committee of the CNS on its financial decisions

Distribution of Minutes: All Committee Members

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.