

**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
Representative, Student Leadership Committee
Manager, Centre for Neuroscience Studies
Graduate Coordinator, Centre for Neuroscience Studies
Departmental and Financial Assistant, Centre for Neuroscience Studies
Graduate Assistant, Centre for Neuroscience Studies
Representative, School of Medicine Business Office
Representative, Faculty of Arts and Science Business Office
Representative, Office of the VP Research
Two CNS Faculty Members
- Terms:** The administrative positions of the committee will stand.
- Chair:** Director, Centre for Neuroscience Studies
- Secretary:** Senior Secretary to the Director, Centre for Neuroscience Studies
- Meetings:** Quarterly (or as required)
- Quorum:** 50% of the membership (4 members)
- 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
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