

**FUNDRAISING AND INDUSTRY RELATIONS COMMITTEE
CENTRE FOR NEUROSCIENCE STUDIES**

TERMS OF REFERENCE

- Committee:** Fundraising and Industry Relations
Centre for Neuroscience Studies, Queen's University
- Purpose:** To launch fundraising initiatives and to oversee industry relationships within the Centre
- Objectives:** The Fundraising and Industry Relations Committee functions as the planning and priorities authority for these activities/initiatives in the Centre for Neuroscience Studies
- The committee establishes a fundraising priority list based on the recommendations and discussions made at the Executive Committee level.
- The committee is responsible to request funds as required to launch fundraising events and initiatives.
- The committee will be responsible for coordinating the fundraising initiatives.
- The committee will ensure dissemination of relevant information with respect to industry relationships that are developed for the Centre. The committee will be responsible for bringing potential new industry to the Centre and its faculty members for consideration
- Membership:** Lead, Fundraising and Industry Relations
Director, Centre for Neuroscience Studies
Project Manager, Centre for Neuroscience Studies
Representative, Office of Advancement, Faculty of Health Sciences
Representative, Office of Advancement, Faculty of Arts and Science
One graduate student representative
Up to 3 faculty members from the Centre for Neuroscience Studies
- Terms:** Faculty members will be invited to join the Fundraising and Industry Relations Committee for a two-year period with an option for renewal.
- The exception to this is the Lead, Fundraising and Industry Relations who holds their position for a period of 3 years.
- Graduate Student Representative:
- The student will sit on the Committee for a one-year term to allow for equal access to Committee involvement for all students.
 - The same student can sit on the committee for a maximum of two years in a row but must be re-elected through the September election period rather than be grandfathered into the position for the next year.

- The student representative will be elected by the CNS student body through the CNS September election period.
- The first meeting after the September election will have both the outgoing and incoming student representatives to allow for proper transition of responsibilities.

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

Chair:	Lead, Fundraising and Industry Relations
Secretary:	Senior Secretary to the Director, Centre for Neuroscience Studies
Meetings:	Monthly
Quorum:	a minimum of 50% of the membership
Reporting:	The Lead of the Fundraising and Industry Relations Committee will report to the Executive Committee on behalf of its committee members.
Distribution of Minutes:	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 Committee but will not be circulated.