

**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
- 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.
- The Graduate Student 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 Committee Lead, 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, Fundraising and Industry Relations
- Secretary:** Senior Secretary to the Director, Centre for Neuroscience Studies
- Meetings:** Monthly
- Quorum:** a minimum of 50% of the membership
- 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

**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