

**MR MANAGEMENT COMMITTEE
CENTRE FOR NEUROSCIENCE STUDIES**

TERMS OF REFERENCE

- Committee:** MR Management Committee
Centre for Neuroscience Studies, Queen's University
- Purpose:** To monitor and implement policies regarding the usage and management of the MR Facility and to identify issues that may impact on the application of those policies
- To identify issues/concerns related to application of policies (evaluation process)
- To ensure all MR Users are kept informed of issues and to assist with the dissemination of this information to the users
- The Queen's MRI Facility consists of the Facility space, the MRI equipment, and all peripheral equipment, including the human sham MRI
- Objectives:** The MRI Management Committee functions as the planning and priorities authority for the MRI Facility in the Centre for Neuroscience Studies.
- The committee oversees any issues related to the use and operation of the Queen's MRI Facility and its peripheral equipment and space, including the human sham MRI.
- The committee will make decisions regarding the use and operation of the Queen's MRI Facility, except with regards to financial decisions. The committee will make recommendations regarding financial decisions concerning the Facility to the Executive Council.
- Membership:** Director, Centre for Neuroscience Studies
Lead, MR Management Committee
Manager, MR Facility
Project Manager, Centre for Neuroscience Studies
Senior Administrator, Queen's University Research
Two Appointed MR Users
One Graduate Student Representative who is a user of the MR Facility
- Terms:** Faculty Members will be invited to join the MR Management Committee by the Chair for a two-year period with an option for renewal
- 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:	Director, MR Facility
Secretary:	Senior Secretary, Centre for Neuroscience Studies
Meetings:	Monthly
Quorum:	At least 50% of the membership
Reporting:	The MR Management Committee will report at each Executive Council meeting where recommendations put forth by the committee will be voted on
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.