

**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
- 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
- The Graduate Student Representative will hold their position for a period of one year with the option to renew for one year. This positions will be selected by the existing committee with the final decision resting with the Lead, MR Management Committee, 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:** Director, MR Facility
- Secretary:** Research Secretary to the Director, Centre for Neuroscience Studies
- Meetings:** Monthly
- Quorum:** At least 50% of the membership

<b>Objectives:</b>	<p>The MRI Management Committee functions as the planning and priorities authority for the MRI Facility in the Centre for Neuroscience Studies.</p> <p>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.</p> <p>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.</p>
<b>Reporting:</b>	<p>The MR Management Committee will report at each Executive Council meeting where recommendations put forth by the committee will be voted on</p>
<b>Distribution of Minutes:</b>	<p>All Committee Members</p>
<b>Date:</b>	<p>January 2018</p>
<b>Date of Review:</b>	<p>February 2023</p>