SEMINAR LECTURE SERIES COMMITTEE
CENTRE FOR NEUROSCIENCE STUDIES

TERMS OF REFERENCE

Committee: Seminar Lecture Series Committee
Centre for Neuroscience Studies, Queen’s University

Purpose: To establish the seminar series for the Centre for Neuroscience Studies
and to oversee the smooth operation of the series

Objectives: The Seminar Committee functions as the planning and priorities authority
for the Seminar Series in the Centre for Neuroscience Studies

The committee establishes the format for the seminar series and reaches
out to the CNS faculty, staff and trainees for their input on the series
speakers

The committee is responsible to stay within budget as provided by the
CNS Finance Committee and to request additional funds if required and
return unused funds if such funds exist

The committee will be responsible for the hosting of each seminar
speaker

Membership: Lead, Seminar Lecture Series
Four Graduate Student Representatives
Senior Secretary, Centre for Neuroscience Studies

Terms:

Graduate Student Representatives:
- The 4 students 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 representatives 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.

The Lead, Seminar Lecture Series who holds their position for a period of
4 years.

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

Chair: Lead, Seminar Lecture Series
Secretary: Senior Secretary, Centre for Neuroscience Studies

Meetings: Monthly

Quorum: 50% of the membership

The committee will work closely with the Senior Secretary to create itineraries, schedules, room bookings, refreshments to ensure a successful and professional seminar series

Reporting: The Seminar Series Committee will report in August before the launch of the series and in April at the end of the series to the Executive Committee

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.