

**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.