

**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
- Membership:** Lead, Seminar Lecture Series
Four Graduate Student Representatives
Senior Secretary, Centre for Neuroscience Studies
- Terms:** The Graduate Student will hold their positions for a period of one year with the option to renew for one year. These positions will be selected by the Lead of the Seminar Lecture Series upon submission of a call for applications which will include a copy of a curriculum vitae and a brief statement of interest.
- 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 to the Director, Centre for Neuroscience Studies
- Meetings:** Monthly
- Quorum:** 50% of the membership
- 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

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