

Operations Committee – Terms of Reference

Neuroscience and Mental Health Institute (NMHI)

Effective Date: 24 October 2025

Review Date: 24 October 2026 (annually)

1. Purpose

The Operations Committee is the central coordinating body responsible for the day-to-day implementation of NMHI's strategic plan. It ensures that programs, events, communications, and resources align with the Institute's goals. The committee oversees institute-wide activities, excluding education, which is delegated to the Education Committee.

2. Mandate

- Lead operational execution of initiatives identified by the NMHI Director, Steering Committee, and advisory bodies.
 - Oversee institute-wide events, communications, and research funding competitions.
 - Coordinate administrative and functional infrastructure.
 - Receive reports from the Education Committee and provide final approval on educational priorities and resource allocation.
-

3. Membership

Ex Officio Members:

- Director of NMHI (Chair)
 - Deputy Director(s)
 - Director of Operations
 - Communications Coordinator
 - Administrative Assistant
 - Associate Director, Education
-

4. Roles & Responsibilities

- Chair (NMHI Director): Leads meetings, sets agendas, ensures alignment with NMHI strategic priorities.
 - Director of Operations: Oversees logistics, budgets, timelines.
 - Communications Coordinator: Ensures timely communication of updates, funding calls, and events.
-

5. Meetings & Decision-Making

- Frequency: Monthly or bimonthly.
- Quorum: $\geq 50\%$ of members present.
- Decision-Making: Consensus preferred; majority vote if required. Final authority rests with NMHI Director.