

## **NMHI Operations Committee – Terms of Reference**

### **1. INTRODUCTION TO THE NEUROSCIENCE AND MENTAL HEALTH INSTITUTE**

The Neuroscience and Mental Health Institute (NMHI) is a research and training institute that accelerates the discovery and application of knowledge to improve the health of individuals with neurological and mental health diseases and disorders.

The goals of the NMHI, as outlined in its strategic plan, are to:

- *Develop an environment to support high impact research. Foster research collaborations and partnerships across the academic and health care systems to facilitate the translation of research.*
- *Train the next generation of basic and clinical researchers, as well as clinician scientists*
- *Build capacity in the NMHI by advocating for and obtaining significant financial support for neuroscience and mental health research.*
- *Raise the local, provincial, national, and international profile of the NMHI and integrate the NMHI with stakeholders, research partners, the public, and the neuroscience and mental health scientific community.*
- *Act as a catalyst between high impact research groups in the NMHI to improve success in acquiring operating grants, team grants, and infrastructure funding.*

### **2. PURPOSE**

The Operations Committee of the NMHI works with the Steering Committee to put into action the strategic plan of the NMHI and achieve the NMHI mandate to accelerate the discovery and application of knowledge to improve brain and neurological health, and mental wellness.

### **3. SPECIFIC ROLES**

Work with NMHI members and stakeholders to implement strategic initiatives of value identified by the Steering Committee and advisory boards.

Coordinate the ongoing operations of the NMHI, including collaborating with the Education and Seminar Series Committees, and overseeing NMHI events, grant adjudication, and other initiatives. The Education Committee and Seminar Series Committee to report to the Operations Committee.

Allocate funds as required for specific NMHI events or initiatives.

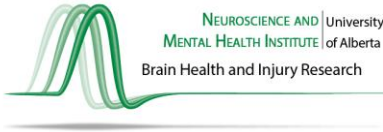
### **4. REPORTING AND AUTHORITY LIMITS**

The Operations Committee serves an advisory role to the Director, Deputy Director, and Director of Operations. Recommendations of the committee are reached by consensus, and initiatives are implemented at the discretion of the Director.

### **5. MEMBERSHIP**

Representatives include *ex officio* members and representatives from the NMHI membership at large. Terms are three years for representatives.

Director of the NMHI (*ex officio*), Chair  
Deputy Director of the NMHI (*ex officio*)  
Director of Operations of the NMHI (*ex officio*)  
Associate Director, Education (*ex officio*)



Associate Director, Mental Health (*ex officio*)  
Graduate Program Coordinator (*ex officio*)  
Undergraduate Program Coordinator (*ex officio*)  
Student Program Administrator, NMHI (*ex officio*)  
Communications Coordinator, NMHI (*ex officio*)  
Administrative Assistant, NMHI (*ex officio*)  
4 representatives from the NMHI membership at large  
Graduate student representative

## **6. MEETINGS**

The Operations Committee will meet weekly to discuss NMHI operations and initiatives.

## **7. LEADERSHIP**

The Operations Committee meetings are chaired by the Director of the NMHI; in his/her absence, the Deputy Director, then Director of Operations, and then a committee member designated by the Director shall chair the meeting.