

NMHI Steering 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 excellence in all aspects of neuroscience and mental health research, including fundamental, clinical and translational 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*
- *Translate research to improve the health of Albertans and Canadians*

2. PURPOSE

The Steering Committee of the NMHI develops strategies to accelerate the discovery and application of knowledge to improve brain health. With guidance from the Oversight Board and input from the Scientific, Stakeholder, and Community Advisory Boards, the Steering Committee identifies initiatives of value and strategies to support these initiatives.

3. SPECIFIC ROLES

Strategy

With guidance from the Oversight Board and input from the Scientific, Stakeholder, and Community Advisory Boards, develop and refine the strategic plan for the NMHI.

Develop and refine the organizational and governance structure for the NMHI.

Champion a culture of rational, bidirectional translation between clinical and basic sciences members of the institute.

Provide input on new and emerging research opportunities, philanthropic contacts, and signature activities of the NMHI.

Within the strategic plan, identify next steps and initiatives of value, identify stakeholders and potential resources, and formulate action items to move initiatives forward.

Provide a platform to disseminate and debrief on new or ongoing NMHI initiatives and activities.

Work with stakeholders and the Associate Director Education to identify strategies to adapt and improve undergraduate and graduate educational programs as necessary.

Partnerships and Stakeholder Relations

Advise the NMHI members and the broader University community on key initiatives and opportunities with the NMHI.

Work with the Director to foster research collaborations and partnerships across our academic and health care system. Identify teams or research gaps to be supported in an effort to improve collaborative research in the NMHI.

Identify strategies to raise funds in support of the NMHI mandate.

Bring forward relevant issues and concerns from the NMHI membership to be addressed.

Work to raise the local, provincial, national, and international profile of the NMHI among stakeholders, partners, the public, and the neuroscience and mental health scientific community.

4. REPORTING AND AUTHORITY LIMITS

The Steering Committee develops the strategic plan and recommends action items to the Director. Implementation of these recommendations is at the discretion of the Oversight Board and Director in coordination with Deputy Director, Director of Operations, and Operations Committee.

5. MEMBERSHIP

Members include representatives of key NMHI research groups, NMHI faculty members-at-large and trainee representatives. Members-at-large and trainee representatives will self-nominate to participate in elections (if more qualified applicants than available positions are nominated). If qualified, a member-at-large may also fill a representative position, in which case an additional member-at-large may join the committee. Terms for members-at-large are three years, with an option to run for election in two consecutive terms. Trainee representative terms are two years. A representative's membership will be reviewed every three years with leadership of the respective research groups or units. In the case of insufficient nominees for elected positions, NMHI representatives will be recruited by the Director from different member Faculties and Departments to ensure representation from across campus. The NMHI is committed to fostering and supporting equity, diversity and inclusion. This includes a commitment to achieving a committee membership that reflects the broadest range of qualifications, skills, experiences, perspectives and human identities essential to advancing the Institute's mission.

Director of the NMHI

Deputy Director of the NMHI, Chair

Operations Director of the NMHI

Associate Director, Education

Representative, Neurochemical Research Unit

Representative, Multiple Sclerosis Centre

Representative, Centre for Prions and Protein Folding Diseases

Representative, Sensorimotor Rehabilitation Neuroscience group

Representative, Peter S. Allen Magnetic Resonance Research Centre

Representative, Sensory Motor Adaptive Rehabilitation Technology (SMART) Network

Representative, Alberta Machine Intelligence Institute (Amii)

Representative, SynAD

Representative, Neuroinformatics group

NMHI Faculty Members-at-Large (5 or more)

Trainee Representatives (3 - Residents, Graduate Students, Postdoctoral Fellows)

6. MEETINGS

The Steering Committee will meet each month from September to June. An agenda will be circulated for revision and addition of new items one week prior to meetings. Meetings will include discussion on strategic initiatives as well as updates from NMHI and its Scientific, Stakeholder, and Community Advisory Boards. Members have a responsibility to be available and prepared to participate in

meetings, as well as email exchanges, conference calls, and videoconferences as necessary. Participation on this committee is a significant commitment.

7. DECISION MAKING

Decision-making shall be through consensus. If consensus is not possible, then decisions will be made by majority vote.

8. LEADERSHIP

The Steering Committee meetings are chaired by the Deputy Director; in his/her absence, the Committee shall designate a meeting chair from among the members.