NMHI Oversight Board – Terms of Reference

1. INTRODUCTION TO THE NEUROSCIENCE AND MENTAL HEALTH INSTITUTE
The Neuroscience and Mental Health Institute (NMHI) is a biomedical 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.
- Build capacity in the NMHI by advocating for and obtaining significant financial support for neuroscience and mental health research
- Train the next generation of basic researchers and clinician scientists
- Raise the local, provincial, national, and international profile of the NMHI
- Translate research to improve the health of Albertans and Canadians

2. PURPOSE
The Oversight Board (OB) provides oversight to the NMHI and broadly defines the institute’s strategic direction to ensure its success and sustainability.

3. SPECIFIC ROLES OF THE OVERSIGHT BOARD

- **Strategy**
  *Provide strategic advice and guidance to the Director of the NMHI.*

- **Partnerships and Stakeholder Relations**
  *Identify partners for the NMHI to foster research collaborations and partnerships across our academic and health care system.*
  *Identify fundraising opportunities for follow up by NMHI leadership and University of Alberta advancement offices.*

- **Financial and Operational**
  *Provide fiscal oversight and recommend budget to ensure NMHI sustainability. Identify potential sources of financial support.*
  *Appoint the Director.*

4. REPORTING AND AUTHORITY LIMITS
The NMHI is under the direction of the Dean of the Faculty of Medicine and Dentistry (FoMD). The Dean will annually submit an “Academic Centres and Institutes – Annual Declaration” to the Office of the Provost.
5. MEMBERSHIP
The OB will consist of members internal and external to the University of Alberta, including university leadership and senior officials within Alberta Health Services. Representatives are appointed by the Dean of FoMD and should serve for at least one year.

Dean, FoMD, University of Alberta
Associate Vice-President (Research), University of Alberta
Vice Dean Research, FoMD, University of Alberta
Dean, Faculty of Science, University of Alberta
Dean, Faculty of Rehabilitation Medicine, University of Alberta
Dean, Kinesiology, Sport, and Recreation, University of Alberta
Vice President, System Innovations & Programs, Alberta Health Services
Chair, Basic Science Department, University of Alberta
Chair, Clinical Department, University of Alberta
Director, NMHI (ex officio, non-voting)
Deputy Director, NMHI (ex officio, non-voting)
Director, Operations, NMHI (ex officio, non-voting)

6. MEETINGS
The OB will meet at least twice annually. Members have a responsibility to be available and prepared to participate in annual meeting, email exchanges, and potential conference calls.

7. DECISION MAKING
The Dean of FoMD will consider the advice and recommendations of the OB members; however, final decision-making authority resides with the Dean.

8. LEADERSHIP
The OB meetings are chaired by the Dean of FoMD; in her absence, the OB shall designate a meeting chair from among its members.