Steering Committee – 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 Steering Committee of the NMHI develops the strategic plan to achieve the NMHI mandate 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 implement these initiatives.

3. SPECIFIC ROLES

**Strategy**

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

Develop 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
Representatives include ex officio members and elected representatives. Terms are two years. 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 across campus.

Director of the NMHI (ex officio)
Deputy Director of the NMHI (ex officio), Chair
Operations Director of the NMHI (ex officio)
Associate Director, Education (ex officio)
Associate Director, Mental Health and/or Director, Neurochemical Research Unit (ex officio)
Director, Multiple Sclerosis Centre (ex officio)
Director, Centre for Prions and Protein Folding Diseases (ex officio)
Director, Sensorimotor Rehabilitation Neuroscience group (ex officio)
Director, Peter S. Allen Magnetic Resonance Research Centre (ex officio)
Director, Sensory Motor Adaptive Rehabilitation Technology (SMART) Network (ex officio)
Representative, Alberta Machine Intelligence Institute (Amii)
Principal Investigator, SynAD (ex officio)
NMHI Representative, Campus Alberta Neuroscience
Trainee Representative
Elected NMHI Faculty Members (5)

6. MEETINGS
The Steering Committee will meet each month in 2019 with potential for additional meetings as required. After 2019, meeting schedule will be reviewed, but is likely to be every second month.

An agenda will be circulated for revision and addition of new items one week prior to meetings.
Meetings will include updates from NMHI research Centres, Units, and Groups as well as reports from the 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. As the NMHI enters a transition period include development of a new strategic plan, significant emphasis on advancement and fundraising, and a rebranding of its public profile, 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.