

BrainsCAN: Brain Health for Life
Executive Committee
Terms of Reference

DATE OF LAST APPROVAL: February 11th 2019

NEXT MANDATORY REVIEW DATE: February 11th 2020

1. Background

- 1.1 BrainsCAN is a multidisciplinary and cross-sectoral program supported at Western University by the Government of Canada's Canada First Research Excellence Fund (CFREF). The CFREF program aims to help Canadian postsecondary institutions excel globally in research areas that create long-term economic advantages for Canada. BrainsCAN was competitively selected for funding through this program for seven (7) years starting in September 2016.
- 1.2 Western University's BrainsCAN initiative received \$66 million investment from the CFREF - providing a significant boost to ongoing research in cognitive neuroscience and imaging at Western. Western will partner with researchers at McGill University, who also received CFREF funding, to leverage complementary expertise to better understand disorders such as Parkinson's, Alzheimer's, traumatic brain injury, and schizophrenia. BrainsCAN's goal is to reduce the burden of brain disorders, which affect nearly 3.6 million Canadians, diminishing quality of life and creating an enormous burden on society and on our health-care system. Neurological and psychiatric disorders together account for \$22.7 billion per year in health-care costs in Canada.

2. Mandate

- 2.1 Reporting to VPR through the Board, the Executive Committee is responsible for overseeing the day to day management of the project including strategic direction and annual reporting, funding programs, financial planning and resource allocation, staffing and recruitment.
- 2.2 The remit and work of the committee incorporates:
 - Strategic planning for research activities consistent with the BrainsCAN mission
 - Overseeing the day to day management of the project, including the evolution of the project towards the defined milestones.
 - Overseeing the project risk assessment, responding to issues escalated by the Executive Director for adjudication.
 - Operationalizing all aspects of the BrainsCAN performance management plan.
 - Preparation of bi-annual indicator dashboard reports and the timely identification of metrics deviating significantly from expectations.

3. Chair and Committee Membership

- 3.1 The EC is chaired by a BrainsCAN Co-Scientific Director. The Committee will consist of a maximum of four (4) members including the chair:

1. Co-Scientific Director (2)
2. Executive Director (1)
3. CERC Laureate (1)

3.2 The EC membership includes the Co-Scientific Directors and Executive Director—in their respective roles as scientific and operational leads—and the CERC Laureate. The CFREF proposal, as was the expectation for all applicant institutions, was centred around the broad research area of the CERC. This reflected the Government’s desire to see how institutions had leveraged their CERC investments into international excellence. Thus the CERC laureate provides a high-level strategic input that is not in conflict due to leadership of any of the cores or committees of BrainsCAN.

3.3 EC members will serve for terms associated with their respective role related to BrainsCAN. Additional members with specialized expertise may be invited to participate in meetings of the EC as ad hoc guests and/or observers at the invitation of the EC.

3.4 The BrainsCAN Administrative Officer will attend EC meetings in a non-voting capacity and act as Secretary to the EC.

3.5 The Chair of the committee will have the responsibility for the timetable, agenda and conduct of meetings; for maintaining a record of proceedings and for producing reports of meetings for the Board

4 Meetings

4.1 The EC meets every two (2) weeks, meeting dates will be scheduled in advance to ensure that all members are aware of upcoming meetings within a reasonable timeframe. Additional meetings will be held as required, at the discretion of the Chair. Meetings will be held in person at Western University, members may attend by teleconferencing or Skype

4.2 The EC agenda will be prepared by the Chair with support from the BrainsCAN Executive Director.

5 Quorum

5.1 A simple majority of members constitutes quorum for meetings of the EC. Decisions will be made by consensus. If consensus is not forthcoming within a reasonable timeframe, the Chair may proceed with a vote on the question. For the vote to be valid, a majority of members must cast a vote (quorum). Each member has one (1) vote. In the case of a tied vote the person acting as Chair of the Committee shall be entitled to a second or casting vote.

6 Recording EC decisions

6.1 A written record of the decisions arising at each EC meeting will be duly documented in official meeting minutes, which once approved by the EC will be signed by the Chair and will be available for audit upon request. The BrainsCAN Administrative Officer is responsible for ensuring that the agenda and materials are sent to members at least 5 days prior to each meeting, and that accurate minutes of the meeting are taken and duly circulated prior to the next meeting for approval.