Brain Repair Centre Executive Committee Terms of Reference
Updated: February 2021

The Executive Committee is a standing committee of the Brain Repair Centre that is advisory to the Director of the Brain Repair Centre.

Composition: Consists of a minimum of 5 members; includes Brain Repair Centre Director; COO; researchers from Dalhousie Faculties of Medicine, Science and Health; clinicians from IWK/QEII, who are broadly representative of the interests of Brain Repair Centre researchers and of the Collaborators; and a trainee/postdoc. Appointment to the Executive Committee shall be made by the Director of the Brain Repair Centre. The term for these appointments shall be two (2) years. These members will have voting rights. *Quorum/voting: 50% +1 to carry.

Committee Chair: The Director of the Brain Repair Centre is the Chair of the Executive Committee.

Mandate: Executive Committee shall be responsible for advising the Director of the Brain Repair Centre on the operation of the Centre.

Core Functions:
- To advise the Director on all issues relating to the Brain Repair Centre, including research, education, finances, facilities, operational management, communications, commercialisation and community relations.
- To promote the achievement of the Brain Repair Centre 's goals in research education and commercialisation.
- To develop and implement strategic plans for future activities and financing of the Brain Repair Centre.
- To recommend annual business plans and operating budgets.
- To receive and act on reports from standing committees of the Brain Repair Centre (eg Research & Education, Commercialisation, External Scientific Advisory Committee, Community Advisory Committee).
- To create, and act on reports from, ad hoc committees as needed to further the management of all activities related to the Brain Repair Centre.

Meeting schedule: Meets a minimum of three (3) times per year (September, January, May to align with academic terms). Meetings may be called as required.