

TERMS OF REFERENCE – Executive Committee

1. MANDATE:

A sub-committee of the Advisory, the Executive Committee provides support to the Centre management in its day-to-day strategic operations to ensure high performance and quality results.

2. MEMBER RESPONSIBILITIES:

Specific duties include:

- Provide expertise and leadership on day-to-day issues requiring strategic management and direction.
- Provide expertise through active participation in the planning of events deemed of strategic importance to the Centre (e.g., annual team meetings and CIHR-AGM, special events, meetings with donors, partners, and potential collaborators, etc.)
- Participate actively and constructively in the work of the Committee and provide leadership to working groups and sub-committees that may be created.
- Operate in a way that demonstrates inclusiveness and respect for diversity of opinions.

3. MEETING STRUCTURE:

- I. Communications are conducted electronically and/or via teleconference or web-conference on an as needed basis.
- II. Meetings can be called by the Executive member, the Centre Director and/or the Centre Coordinator.
- III. When required, the Executive Committee may call for an immediate meeting with the Advisory Committee to discuss and reach decision on pressing issues of strategic management.
- IV. Internal or external persons may be invited to attend the meetings at the request of the Centre Director on behalf of the committee to provide advice and assistance where necessary.

4. MEMBERSHIP:

The Committee is comprised of one (1) Advisory Committee member, the Centre Director, and the Centre Coordinator.

5. TERMS OF MEMBERSHIP:

- I. Membership is to rotate among Advisory Committee members on a six (6) month basis.
- II. The selection of the Executive member occurs during monthly / bi-monthly Advisory meetings.

III. Members may volunteer or be nominated

IV. Committee members will cease to be a member if they:

- Resign from the committee
- Fail to attend 3 consecutive meetings without providing regrets to the Centre Director/Coordinator
- Breach confidentiality