

Neuroscience and Mental Health Institute (NMHI) Oversight Board – Terms of Reference

UAlberta Institute Policy

Each academic centre or institute will report to a Dean, except in exceptional circumstances and at the discretion of the Provost when an academic centre or institute may report directly to a Vice-President (UAPPOL Centres & Institutes Policy).

1. INTRODUCTION TO THE NEUROSCIENCE AND MENTAL HEALTH INSTITUTE

The Neuroscience and Mental Health Institute (NMHI) is a 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 key stakeholder input into 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. Ensure there is alignment between the strategic plans and initiatives of the university, NMHI, and member faculties and departments.

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.

Advance the Institute through effective advocacy, intra- and extra-murally as opportunities present themselves

Financial and Operational

Provide fiscal oversight and recommend budget to ensure NMHI sustainability. Identify potential sources of financial support.

Assist in resolving disputes.

4. REPORTING AND AUTHORITY LIMITS

The NMHI is under the direction of the Dean of the Faculty of Medicine and Dentistry (FoMD).

5. MEMBERSHIP

The oversight board 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. Appointed members will generally have a term of 3 years, with the option of an additional term.

Dean, FoMD, University of Alberta or delegate
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
Representative from Alberta Health Services
Chair, Basic Science Department, University of Alberta
Chair, Clinical Department, University of Alberta
Assistant Dean, Development, Faculty of Medicine & Dentistry

Director, NMHI (ex officio, non-voting)
Deputy Director, NMHI (ex officio, non-voting)
Director, Operations, NMHI (ex officio, non-voting)

Members may send delegates.

6. MEETINGS

The oversight board will meet at least once a year (approximately every 8 months, virtually or in person). Members have a responsibility to be available and prepared to participate in meetings and email exchanges.

Quorum is a majority of members (50% +1).

The Faculty of Medicine & Dentistry Dean's Office will provide administrative support to the board and the Institute will hold the official records of the board's deliberations.

7. DECISION MAKING

The Dean of FoMD will consider the advice and recommendations of the oversight board members; however, final decision-making authority resides with the Dean.

8. LEADERSHIP

The oversight board meetings are chaired by the Dean of FoMD or delegate .