

Operations Committee

Terms of Reference

Updated: August 16, 2016

The Operations Committee of CBB is responsible for planning and executing the activities of CBB. The Operations Committee is also responsible for ensuring that CBB provides interactions and functions that are useful to CBB members. The Operations Committee is comprised of members of CBB.

Membership

- The Operations Committee should be comprised of representatives from various departments and research directions represented by CBB and reflect the diversity of inter- and trans-disciplinary research the CBB fosters and supports.
- Student members of CBB are eligible to be members of the Operations Committee.
- The size of the Operations Committee may adjust to reflect diversity of interests and communities within CBB.
- Operations Committee members are nominated by their peers through an open process. The nominations are then reviewed by the current Operations Committee to ensure that the committee has retained a diversity of perspectives. In the case of multiple nominations, the Operations Committee may seek the input of the CBB membership to determine the best candidate for the Committee.
- The Chair of the Operations Committee is the Director of CBB or his or her delegate.
- The CBB Director is an ex-officio member of the Operations Committee.

Mandate

- The Operation Committee's mandate is to provide advice and recommendations to the CBB Director, Associate Directors, and CBB staff.
- Operations Committee members provide an ongoing exchange of information between their academic and research units and CBB, help promote CBB and communicate the centre's activities to their departments, research groups and other colleagues at the University of Waterloo.

Meetings

- The Operations Committee should meet at least once a term.
- Members of the Operations Committee who are absent from two meetings in a year, may be asked to resign from the Operations Committee.
- Operations Committee meetings are open to all members of CBB and CBB staff.
- Minutes from the Operations Committee meetings will be distributed to the Operations Committee within one month of the meeting and posted online.

Terms

- Operations Committee members are appointed for three (3) year terms that may be renewed. Shorter terms are possible in order to accommodate sabbaticals or other lengthy absences from the University of Waterloo.
- In any year, approximately one quarter to one third of the operations committee should turn over to new operations committee members.