



NMD4C Basic Science Trainee Committee - Draft Terms of Reference

1. Purpose

The NMD4C Basic Science Trainee Committee (BSTC) is established to represent the interests of trainees within the network. The BSTC will serve as a platform for trainees to contribute to the development and suggest improvements to NMD4C training programs and activities. It will also foster a supportive community among trainees and promote professional growth.

2. Objectives

- Represent the collective views of trainees within NMD4C; communicate the training and professional development needs of trainees to the NMD4C pre-clinical science pillar leads.
- Create an open-source database of research protocols and expertise from neuromuscular (NM) research labs in Canada.
- Implement individual traineeships to learn specialized techniques.
- Support the organization of events, workshops, and activities geared towards trainees that promote professional and personal development.
- Provide feedback and suggest improvements to existing NMD4C trainee opportunities.

3. Membership

Composition: The BSTC will be composed of 6-8 members, including a chair, co-chair, secretary, and general members. The composition should reflect EDII principles, geographical representation, and the diversity of the NM trainee population in Canada.

Eligibility: All current basic science trainees that are members of the NMD4C are eligible to be members of the BSTC.

Term: Members of the BSTC will serve for a term of 2 years, with the possibility of renewal for 2 consecutive terms.

Selection: NMD4C pre-clinical science pillar leads will select the chair and co-chair. New members will be selected by the NMD4C pre-clinical science pillar leads in consultation with the BSTC chair and co-chair.

4. Roles and Responsibilities

Chair: Leads the BSTC, represents the BSTC in NMD4C pre-clinical meetings and at the NMD4C annual investigator meeting, sets the agenda for meetings, and ensures the BSTC's objectives are met.

Co-chair: Assists the chair and assumes their duties if the chair is unable to attend.

Secretary: Responsible for maintaining records, taking minutes during meetings, and handling BSTC correspondence.

General members: Participate in discussions, contribute to decision-making, and take on specific tasks as assigned by the chair.

5. Meetings

Frequency: The BSTC will meet at least quarterly, with additional meetings scheduled as necessary by the chair/co-chair. Members must attend a minimum of 50% of the meetings.

Quorum: A quorum of 6 members is required for the BSTC to conduct official business.



Decision-Making: Decisions will be made by majority vote. In the event of a tie, the chair will have the casting vote.

Agenda: The agenda and supporting documents will be circulated within a week prior to each meeting.

Minutes: The secretary will record minutes of each meeting, which will be circulated to all members and relevant stakeholders.

6. Reporting

The BSTC chair reports regularly to NMD4C pre-clinical science pillar leads, providing updates on its activities, matters raised by trainees, and recommendations for improvement.

The BSTC chair attends the NMD4C annual meeting and represents the BSTC. If this is not possible, the co-chair (or delegate) may attend instead.

7. Communication

The BSTC will maintain open communication with all trainees through email (or similar messaging platform) and meetings if necessary.

Feedback from trainees will be collected through surveys/emails and discussed during BSTC meetings.

9. Review and Amendments

The Terms of Reference will be reviewed annually by the BSTC to ensure they remain relevant and effective.

Any amendments to the Terms of Reference must be approved by the BSTC chair or NMD4C pre-clinical science pillar leads.

10. Dissolution

The BSTC may be dissolved by the pre-clinical science pillar leads if it is deemed that its objectives are no longer relevant or if it is no longer functioning effectively.