



NMD4C Basic Science Trainee Committee - 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 composition should reflect EDII principles, geographical representation, and the diversity of the NM trainee population in Canada.

Core members: The BSTC will be composed of 8-10 core members, including a chair, co-chair, secretary, and general members.

Associate members: The core committee will be supported by 5-10 associate members assigned specific roles within designated subcommittees.

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. The committee may appoint associate members to contribute specific expertise or perspective to its work. Associate members are not members of the BSTC core committee and do not hold voting rights within the core committee. Associate members serve at the discretion of the committee and may be appointed or released as needed to support the committee's mandate. Their participation is intended to provide continuity of expertise without conferring the responsibilities or authority of core committee membership.

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, lead subcommittees, and take on specific tasks as assigned by the chair.

Associate members: Any individual appointed as an associate member will be assigned a defined role on a specific subcommittee, based on expertise required for the subcommittee's work. Associate members support subcommittee activities and provide continuity of knowledge within their assigned area. They may attend meetings regularly or as invited and may participate fully in discussions. Defined subcommittee(s) (subject to change as and when needed):

- Podcast development and planning
- Social media and communications
- Standard operating procedure (SOP) database development
- Website content creation and updates
- Workshop and training coordination
- Mentorship program development

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.