

LSI Executive Committee — Terms of Reference

Purpose and Authority

The purpose of this committee is to:

- Conduct LSI business on behalf of all constituents, including guiding the Director on operational decisions as needed.
- Develop and enact new policies to guide LSI activities and use of LSI space
- Recommend to the Director new initiatives to consider
- Approve complex space decisions and the entry of new people into LSI space

Composition

This committee is made up of ex officio and elected members.

The Director's and the LSI's commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members

Ex officio

- LSI Director (chair) (1)
- LSI Administrator (1)
- Department Heads or designees (5 - BMB, CPS, MBIM, ZOOL, MEDG)
- Faculty of Dentistry representative (1)
- Centre for Blood Research Director (1)
- LSI Cores Oversight Committee Chair (1)

Elected

- Four faculty representatives (4)(two Assistant Professor, one each of Associate and full Professor, ensuring representation from at least three Depts)

- Graduate student representative (1)
- Post-doc representative (1)
- Research associate representative (1)
- Research staff representative (1)
- Core Managers representative (1)

Appointed

- Faculty members (up to 4, appointed by LSI Director)

Non-Voting Members

Ex officio

- Advisor, Faculty of Medicine Health & Safety
- Life Sciences Centre Operations Manager

Appointment Process

Ex officio members are members by virtue of their administrative appointment.

Elected members of each group are nominated by their particular group and then elected by their peers through the annual process initiated by the Director's Office.

Director-appointed positions are at the discretion of the LSI Director and are not required to be filled at all times. They are meant to be able to balance demographics or other factors, if needed.

Eligibility for committee membership is subject to current UBC employment and/or appointment.

Term

Ex officio members are members as long as they hold their administrative appointment.

Elected trainees are members for a one-year term and are eligible for renewal for a second year.

Elected faculty and staff are members for a three-year term. They are eligible to run for office again and may hold the position for a total of six years.

Chair

Chaired by the Director of the Life Sciences Institute

Meeting Schedule and Administration

Normally meets approximately every second month and at the call of the chair.

All members are expected to attend all meetings in person or via videoconference.

A staff member from the LSI will capture meeting minutes. Minutes will be circulated to all members. Minutes are also posted publicly on the LSI website after approval.

Records will be maintained in accordance with [UBC records retention procedures](#).

Quorum and Decision-Making Process

Quorum consists of 50%-plus-one of voting members.

Decisions are made by vote, requiring 50% plus one of voting members present to pass.

Lines of Accountability and Communication

This committee:

- Reports to, and acts on behalf of, the Life Sciences Institute.
- Receives regular reports from all committees in the LSI administrative governance structures.
- Includes all Department Heads, School Directors, Centre/Institute, and trainee association Chairs affiliated with the LSI in distribution of agendas and other meeting materials to support communication flow.
- May delegate responsibilities to subcommittees and/or ad hoc groups to make recommendations on, or conduct, specific aspects of the committee's mandate.

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.

Responsibilities

This committee:

1. Adheres to the [FoM General Responsibilities of Standing Committees](#).

Approval

This version of these terms of reference has been approved by the LSI Executive Committee on November 8, 2024