

Sepsis Canada Executive Committee Terms of Reference

1. Purpose

The purpose of Executive Committee Terms of Reference is to:

- a. Describe the principal responsibilities of the Executive Committee.
- b. Specify the purpose and frequency of the meetings.

2. Membership

Executive committee membership consists of both Scientific Director's and the Managing Director.

Membership is currently comprised of:

- Scientific Director: Dr. Alison Fox-Robichaud
- Scientific Director: Dr. Francois Lamontagne
- Managing Director: Nubia Zepeda

A quorum consists of 3 members

3. Terms of Reference

The Executive Committee will:

- Be responsible for major administrative decision making.
- Oversee the operations of core infrastructure.
- Recommend the approval and funding of research projects and recommend funding adjustments as needed.
- Review project performance.
- Oversee day to day management of finances.
- Be responsible for partnership development.
- Direct network working groups.
- Call on the Steering Committee's in cases of conflict, for advice.

4. Meetings

The Executive Committee will:

- Meet on a bi-weekly basis (2 times per month). Meeting frequency may be adjusted as needed.
- Review meeting agendas and pre-circulated documents prior to the meetings.
- Provide input via email if unable to attend scheduled meetings.

