



## **POLICY 8.02**

### **COMMITTEE TERMS OF REFERENCE**

#### *Awards Committee*

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#### **POLICY INTENT**

The Awards Committee is a standing committee with the mandate of administrating the Athabasca University Students' Union (AUSU) Scholarship, Awards and Bursaries program with noted exceptions. The Awards Committee will continually evaluate the program to ensure that award funds are used to the maximum benefit of AUSU members.

#### **POLICY RESPONSIBILITY**

Council

#### **POLICY**

##### **Authority**

- 8.02.01 The Awards Committee was created by AUSU and as an AUSU committee must gain the approval of the AUSU Council before implementing any new recommendations, programs or services.
- 8.02.02 The Awards Committee is a standing, internal committee of AUSU Council.

##### **Role & Objectives**

- 8.02.03 To select recipients of monetary awards in accordance with Policy 7.02.
- 8.02.04 To administrate the dispersion of funds to award applicants and qualifiers during each application cycle, as defined in the Awards Policy.
- 8.02.05 To continually evaluate the awards program to ensure the awards fund is being fully utilized.
- 8.02.06 To ensure award categories are well-rounded and that students can apply for funding throughout all years of their program.
- 8.02.07 To recommend policy and program changes to AUSU Council when appropriate with respect to AUSU's awards programs.

##### **Membership**

- 8.02.08 Voting membership is restricted to elected Council members.
- 8.02.09 The committee must be composed of a minimum of 3 and a maximum of 5 voting members to ensure objectivity and expediency during the selection of award winners.

- 8.02.10 In the event that a committee member qualifies for an AUSU award, subject to Policy 7.02.08 that committee member will abstain from comment or voting on that particular award. An alternate council member will be selected by council to temporarily replace the committee member with respect to that particular award.

### **Responsibilities**

- 8.02.11 Ensure that all objectives are met and maintained.
- 8.02.12 Within three business days of receipt of an award application or package, all committee members must confirm that the information has been received and read.
- 8.02.13 Committee members must reply to requests from the committee Chair within three business days.
- 8.02.14 Committee members must be available to the entirety of the awards selection process and must inform the committee that they will not be available to process a particular draw if their availability during that period is not assured.
- 8.02.15 If a committee member is not responding within 3 business days, they will receive one warning, and on subsequent late responses the committee Chair will report the problem to the Executive Council.

### **Reporting Periods**

- 8.02.16 The Awards Committee will provide AUSU Council with a written report of their activities on a monthly basis.

### **POLICY HISTORY**

Original Approval Date: February 1, 2007

Updated Date: June 25, 2011

Reviewed Date: June 25, 2013