



## **POLICY 8.02**

### **TERMS OF REFERENCE**

#### *Awards Committee*

#### **POLICY INTENT**

This policy defines the roles and objectives of the Awards Committee.

#### **POLICY**

##### **Role**

- 8.02.01 The Awards Committee is a standing committee formed by Council to develop ideas, programs, and services for the AUSU student awards program.
- 8.02.02 The Awards Committee will strive to facilitate the program to ensure that award funds are used to the maximum benefit of AUSU members.

##### **Authority**

- 8.02.03 The Awards Committee is a standing committee with the authority to:
  - a. select recipients of monetary awards in accordance with AUSU's awards policy; and
  - b. make recommendations regarding the student awards program to Council, with input and consultation from the Executive Committee.

##### **Responsibilities & Objectives**

- 8.02.04 The Awards Committee will ensure that all goals related to the student awards program are met, and that working systems are maintained.
- 8.02.05 The Awards Committee will continually evaluate the awards program to ensure the award funds are being fully utilized.
- 8.02.06 The Awards Committee will ensure award categories are well-rounded, and that students can apply for funding throughout their academic career.
- 8.02.07 The Awards Committee will ensure that application processes are in place, maintained, and followed.
- 8.02.08 Within three (3) business days of receipt of an award application or package, all Committee members must confirm to the chair that the information has been received and read.

8.02.09 Committee members must reply to requests from the committee chair within three (3) business days.

8.02.10 Committee members must be available for the entirety of the awards selection process and must inform the committee that they will not be available to process a particular award if their availability during that period is not reasonably assured.

### **Membership**

8.02.11 The Awards Committee shall be comprised of the following:

- a. The Vice-President Finance and Administration, who shall serve as chair;
- b. The Executive Director, ex-officio, non-voting; and
- c. A minimum of two (2) and maximum of four (4) members.

8.02.12 Voting membership is restricted to Councillors.

8.02.13 In the event that a Committee member, or close relation of a Committee member qualifies for an AUSU award, that Committee member will abstain from comment or voting on that particular award; in the event the minimum voting members cannot be met an alternate Councillor will be appointed by the Executive Committee to temporarily replace the Committee member with respect to that particular award.

### **Meetings**

8.02.14 The Awards Committee shall meet no less than two (2) times per year by teleconference.

8.02.15 The Awards Committee shall also meet asynchronously, as needed, to review applications received for year-round awards.

### **Reporting**

8.02.16 The committee chair shall provide Council a written report of the Committee activities at the end of each month, or within three (3) days of a request by the Executive Committee.

8.02.17 Each report shall include the following:

- a. information about all meetings held since the last report (including a list of attendees of the meetings, as well as topics discussed at the meetings);
- b. details of any motions considered by the committee; and
- c. a spreadsheet detailing the status of awards available for the current fiscal year.

### **Compensation**

8.02.18 Due to the nature of the Awards Committee, which rarely holds meetings, but does a bulk of work asynchronously, Committee members will be compensated at the rate of \$50 per month served on the Committee. In addition, they will be further compensated \$100 per meeting to determine the awards recipients in the October and April application periods.

## **Privacy Considerations**

8.02.19 The Awards Committee deals with a significant amount of private and sensitive information from applicants and shall ensure that safeguards are in place to maintain confidentiality, as per the councillor confidentiality agreement.

## **RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS**

### **This Policy References**

Policy 2.14 Councillor Responsibility and Honoraria

### **This Policy is Referenced by**

None

### **POLICY RESPONSIBILITY**

Council

### **POLICY HISTORY**

Original Approval Date: February 1, 2007

Last Review Date: June 16, 2022

Review by Date: June 2024