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GRADUATE

MSC 350

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Awards Committee (AC) Terms of Reference

Establishment

The Board of Directors establishes a standing committee called the *Awards Committee* under the provisions of the Graduate Students' Association's (GSA's) General Committee Terms of Reference and the authorities set out within. In the event of a conflict between the provisions of these Awards Committee Terms of Reference and the General Terms of Reference, the General Committee Terms of Reference will govern.

The Vice President Academic (VPA) shall provide the link between the Board of Directors and the Awards Committee. The Board of Directors of the GSA has the ultimate authority.

Statement of Purpose

The Awards Committee administers and evaluates the GSA Graduate Citizenship Award, Professional Development Grants, Graduate Representative Council Initiative Award (Individual and Group), GSA/FGS Inclusion Scholarship, Bursaries, and Excellence Awards, in compliance with the Terms of Reference for each award.

Authority

The authority of the Awards Committee is derived from the Board of Directors of the GSA and reports to the VPA of the GSA. ***The Board of Directors has the ultimate authority.***

The Awards Committee has the specific delegated authority to act autonomously as described below, on the condition that decisions made or actions taken under this delegated authority are reported to the Board of Directors. The committee may approve (*without final approval from the Board of Directors*):

- a. Spending of the committee budget,
- b. Appointing of members, and
- c. Others as applicable.

Commented [BS1]: I think the words "Terms of Reference" should be in the title. (Or some other title that is used to reference this document)

Commented [BS2]: Does this mean the general or the committee?

Commented [CE3R2]: The General, as the General ToR is a higher level document. Because then the Bylaws govern over the General ToRs.

Commented [BS4R2]: Makes sense! Will update accordingly.

Commented [BS5]: Is there also a Policy document? If not, maybe this word could be deleted.

.. unless the word Policy is in the ToR title, in which case, please ignore this comment.

Commented [CE6R5]: Yes, policy can be deleted

Chair and Vice-Chair(s)

- a. The Chair or Vice-Chair(s) shall be selected by the VPA and approved by the Board of Directors.
- b. The Chair or Vice-Chair(s) must be an Active Member(s) of the GSA.
- c. The Chair or Vice-Chair(s) must serve on a volunteer basis.
- d. The Chair or Vice-Chair(s) is/are unable to apply for any Award adjudicated by the Awards Committee for the duration of their term.

Specific Chair and Vice-Chair Responsibilities

Specific Chair and Vice-Chair Responsibilities, in addition to those outlined in the General Committee Terms of Reference, are but not limited to:

- a. With the VPA, update the Terms of Reference, application forms, and adjudication criteria for all awards (subject to approval by the GSA Board of Directors);
- b. Administer the awards.gsa@ucalgary.ca email account, including:
 - i. responding to inquiries
 - ii. and acknowledging the receipt of all applications;
- c. Organize the adjudication of each award including chairing adjudication meetings;
- d. Letting award applicants know their status in a timely manner post adjudication meetings;
- e. Reading and complying with the Awards Committee Terms of Reference;
- f. Providing the VPA with the annual report at the end of the Chair and Vice-Chair term.

Membership

- a. Chair or Vice-Chair—voting
- b. Committee Members—voting
 - i. Members are selected by the Awards Chair or Vice-Chair each year with approval of the VPA
 - ii. Members must be Active Members of the GSA
 - iii. Members must serve on a volunteer basis
 - iv. Members are unable to adjudicate awards they apply for
- c. VPA—non-voting
- d. President—non-voting
- e. Other members of the Board of Directors—non-voting

Commented [BS7]: The title of this section refers to both Chair and Vice-Chair but this section only refers to Chair.

Do these apply to both? If not, there should be a separate Vice-Chair section OR just remove Vice-Chair from the title, but I don't think that's appropriate.

Commented [BS8]: Which ones are the general ToR?

Commented [CE9R8]: [https://teams.microsoft.com/l/file/EEA6CBD7-101D-413E-9C58-E62484FCDEC9?tenantId=c609a0cc-a5e3-4631-9686-192280bd9151&fileType=pdf&objectUrl=https%3A%2F%2Fuofc.sharepoint.com%2Fsites%2FGrpO365_LabourRelations_AcademicRelations_GSACommitteesandSLT-SeniorLeadershipTeamSLT%2FShared%20Documents%2FSenior%20Leadership%20Team%20\(SLT\)%2FC%20Committee%20Forms%20Policies%20Terms%20of%20Reference%2FGeneral%20Committee%20Terms%20of%20Reference.pdf&baseurl=https%3A%2F%2Fuofc.sharepoint.com%2Fsites%2FGrpO365_LabourRelations_AcademicRelations_GSACommitteesandSLT-SeniorLeadershipTeamSLT&serviceName=teams&threadId=19:1b634d8276544db6ae9fcf86a7669527@thread.tacv2&groupId=3af4e589-ce52-4525-a8a8-68a9f157b063](https://teams.microsoft.com/l/file/EEA6CBD7-101D-413E-9C58-E62484FCDEC9?tenantId=c609a0cc-a5e3-4631-9686-192280bd9151&fileType=pdf&objectUrl=https%3A%2F%2Fuofc.sharepoint.com%2Fsites%2FGrpO365_LabourRelations_AcademicRelations_GSACommitteesandSLT-SeniorLeadershipTeamSLT%2FShared%20Documents%2FSenior%20Leadership%20Team%20(SLT)%2FC%20Committee%20Forms%20Policies%20Terms%20of%20Reference%2FGeneral%20Committee%20Terms%20of%20Reference.pdf&baseurl=https%3A%2F%2Fuofc.sharepoint.com%2Fsites%2FGrpO365_LabourRelations_AcademicRelations_GSACommitteesandSLT-SeniorLeadershipTeamSLT&serviceName=teams&threadId=19:1b634d8276544db6ae9fcf86a7669527@thread.tacv2&groupId=3af4e589-ce52-4525-a8a8-68a9f157b063)

Commented [CE10R8]: That link is terrible! There is a copy of this doc in files under the SLT channel.

Commented [BS11R8]: Thanks! I got confused when General ToR and General Committee ToR were both used but I see they're referring to the same document. It should now always say General Committee ToR.

Commented [BS12]: Is this referring to this ToR? If so, the wording should reflect that.

Commented [CE13R12]: Yes

Responsibilities of Members

In addition to those outlined in the General Committee Terms of Reference, responsibilities of members shall be:

- a. To attend one orientation meeting;
- b. To adjudicate at least one award per term, including attending the respective Adjudication Meeting; and
- c. To read and comply with the Awards Committee Terms of Reference.

Commented [BS14]: Awards Committee Terms of Reference?

Commented [CE15R14]: Yes :)

Committee Review and Evaluation

The Awards Committee Chair or Vice-Chair will be appointed on an annual basis by the VP Academic and with the approval of the Board of Directors. Continued appointment is subject to satisfactory performance, as determined by the VPA.

Commented [BS16]: This had not been previously abbreviated at BoD so I expanded it. Feel free to change it back.

Membership is reviewed on a yearly basis by the Awards Committee Chair or Vice-Chair(s). Any Chair, Vice-Chair, and/or member found in violation of Awards Committee Terms of Reference, GSA Conflict of Interest, Volunteer Agreement, Computer and Network Use Policy, or the Confidentiality Agreement will be referred to the Board of Directors for adjudication.

Committee Approval Date:

Board Approval Date:

Revised Date: