ONTARIO TECH STUDENT UNION

AWARDS SELECTION COMMITTEE (ASC) TERMS OF REFERENCE

1. INTRODUCTION

The OTSU Awards Selection Committee (ASC) is a committee of the Ontario Tech Student Union (OTSU) and shall be a special committee of the Board. The Committee is dedicated to working with the OTSU Executive Team and finance department to oversee the distribution of students awards.

This Committee will strive to engage members of the student body in conversations related to student bursaries and awards. Topics of discussion can be related to but is not limited to:

- OTSU award timeline and criteria
- Promotion of OTSU-led awards
- How to involve students during the award nomination process
- Opportunities for new awards based on student feedback and contributions

The ASC provides students-at-large with the opportunity to work directly with the OTSU through the opportunity to establish strong networks and develop a deeper understanding of the OTSU's operations.

2. REPORT

The OTSU Awards Selection Committee reports to the OTSU Board of Directors.

3. DUTIES & SCOPE

3.1 The specific functions of the Committee shall be as follows:

3.1.1 Determine and approve an appropriate awards timeline, ensuring enough time is allocated towards award review and selection.

3.1.2 Establish a clear selection criteria for each student award that is fair and transparent.

3.1.3 Regularly review and select candidates for each student award, based on the outlined selection criteria.

3.1.4 Collaborate with important stakeholders and departments, such as faculty, and administration, to raise awareness of the awards.

3.1.5 Make new awards recommendations or modifications to student award criteria based on student feedback.

4. COMMITTEE MEMBERSHIP

4.1 The Committee membership shall consist of:

4.1.1 President or Designate

4.1.2 Financial Controller

4.1.3 Board Members (2)

4.1.4 One Vice-President (1) may join the committee as deemed relevant

4.1.5 Students-at-large (3-6)

4.2 It is preferable that the two (2) Board members and five (5) student-at-large positions be filled by one (1) student from each faculty, thus properly representing the entirety of the student body.

4.3 Each student representative on the Committee is considered a voting member and subject to only one vote.

4.3.1 The President and Financial Controller are non-voting members of the committee.

5. QUORUM

5.1 Quorum shall consist of:

5.1.1 President or Executive Delegate;

5.1.2 Board Member (1);

5.1.3 Financial Controller

5.1.4 Students-at-large (3)

5.2 During a vote, both Board Members of the ASC must be present.

6. CHAIR & VICE CHAIR

6.1 The Chair will be designated to the individual who serves as the President, or another OTSU Executive, as appointed by the OTSU Board of Directors. If this individual is unable to designate a Chair, the Board of Directors may appoint an alternative designate. The members of the ASC will vote to appoint an individual to the role of Vice Chair who is a current member of the Committee.

6.2 The responsibilities of the Chair will include:

6.2.1 developing meeting agendas;

6.2.2 chairing meetings;

6.2.3 maintaining committee files;

6.2.4 acting as a contact person for the Committee; and

6.2.5 work alongside staff and university administration to provide the necessary support and resources to the committee and the OTSU.

6.3 The responsibilities of the Vice Chair will include:

6.3.1 Communicating with the Chair between committee meetings, if necessary;

6.3.2 Help facilitate discussions during committee meetings;

6.3.3 The Vice Chair will be responsible for filling the above duties in the absence of the Chair.

7. MEETING PROCEDURES

7.1 The Committee shall meet a minimum of once per month, however, additional meetings are to be scheduled as often as necessary to fulfil the mandate of the Committee.