

## COLLEGE OF REHABILITATION SCIENCES

### AWARDS COMMITTEE

#### Terms of Reference

#### 1. PURPOSE AND MANDATE

**Purpose/Mandate:** The Awards Committee (“**Committee**”) of the College of Rehabilitation Sciences (“**College**”) Council, Rady Faculty of Health Sciences (“**RFHS**”) is established to:

- (a) Promote awareness of available awards to students within the College;
- (b) Develop, review and revise terms of reference for College awards, scholarships, bursaries, medals and prizes offered to students within the College;
- (c) Administer, and participate in, the awards process for awards to College students including without limitation recommendations or selection, as determined by the role of the Committee per the terms of reference for a specific award;
- (d) Recommend policies and procedures respecting the direction of any awards for the College;
- (e) Facilitate the development of new awards for students within the College;
- (f) Forward recommendations for recipients to the Financial Aid & Awards Office of the University of Manitoba on matters relating to awards, scholarships, bursaries, medals and prizes affecting students within the College;
- (g) Receive regular status reports from its subcommittees or working groups and will ensure that subcommittee/working group reports is a standing item on its meeting agendas;
- (h) Review, provide feedback and/or recommend on items needing other level(s) of approval (Department Council; College Executive Council/College Council, Faculty of Graduate Studies Faculty Council/Faculty Executive Council, RFHS Faculty Executive Council/Faculty Council, Provost, Senate, Board of Governors)

(its “**Mandate**”).

#### 2. REPORTING AND ACCOUNTABILITY

2.1. **Accountability:** The Committee is a standing committee of the College Council.

2.2. **Reporting:** The Committee, through the Chair, shall report to the College Council respecting academic matters and decisions rendered by the Committee, at least once per calendar year. In addition, the Committee may provide information and request approvals from the Faculty of Graduate Studies, as needed. The Committee may also provide reports to the leadership/administrative Committee of the College respecting decisions rendered by the Committee, informing on operating/administrative matters.

### **3. CHAIRPERSON AND COMMITTEE MEMBERSHIP**

3.1. **Chair:** The Chair of the Committee shall be a Committee member and shall be appointed by the Dean for a two (2) year term, which is renewable. The Chair is responsible for the following at Committee meetings:

- (a) Calling the meeting to order;
- (b) Establishing an agenda and ensuring agenda items are addressed;
- (c) Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
- (d) Facilitating discussion to reach consensus on matters under consideration in a professional manner;
- (e) Adjourning meetings after business is concluded; and
- (f) Acting as the main representative of the Committee.

3.2. **Membership:** The Committee membership shall then consist of the following members, including the Chair:

- (a) The Dean of the College or designate;
- (b) Each Chair of the awards committees of the Departments (or where no Department awards committee exists, a representative from the Department with awards expertise);
- (c) Two (2) students from each program of the College (preferably from different years), appointed or elected by the student body of that program, for a one (1) year term;
- (d) One member of the support staff of the College, appointed by the Dean of the College, for a three (3) year term, which is renewable;
- (e) Other members as may, from time to time, be deemed appropriate (such as for the selection for specific awards), at the invitation of the Chair.

- 3.3. **Equitable, Inclusive and Diverse Membership:** The College strives to achieve equitable, inclusive and diverse membership on its committees that is reflective of its commitment to equity, diversity and inclusion and this should be considered in the appointment of Committee members.
- 3.4. **Liaisons:** Committee members shall serve as liaison persons with others in the areas from which they are appointed.
- 3.5. **Best Interests:** Committee members shall deal with matters before the Committee in such a way that the best interests of the College take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.
- 3.6. **Consultation:** In carrying out its role, the Committee may call upon various resources as it deems required.

#### 4. TERM OF OFFICE

The term of office of each Committee member shall be until the first of the following occurs:

- (a) the individual no longer holds the position noted in 3.2;
- (b) the term of the appointment ends;
- (c) the appointment is rescinded by the appointer; or
- (d) the member resigns from the Committee.

#### 5. FUNCTIONS AND ACTIVITIES OF COMMITTEE

5.1. As part of its Mandate, the Committee will engage in the following activities:

- (a) **Make Decisions:** The Committee will make decisions respecting awards that do not require higher levels of approval.
- (b) **Make Recommendations:** The Committee shall have the power to make recommendations to the College Council or to appropriate persons or bodies with respect to any matters of concern to the Committee, and may recommend and develop policies and procedures respecting the direction of any internal awards for the College.
- (c) **Receive Recommendations:** The Committee will receive recommendations from its subcommittees.

(d) **Referral to Subcommittees:** The Committee may refer issues connected to its Mandate to Committee subcommittees or working groups.

## 6. MEETINGS

- 6.1. **Number of Meetings:** The Committee shall meet at least two (2) times during the academic year, or subject to the call of the Chair.
- 6.2. **Notice of Meetings:** Notice of a Committee meeting should be provided to Committee members, at least five (5) business days in advance of the meeting, unless waived by the Committee members at the meeting.
- 6.3. **Agenda:** Agenda items should be sent to the Committee administrative support at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.
- 6.4. **Quorum:** A simple majority of the voting members of the Committee shall constitute a quorum.
- 6.5. **Decision-Making:** The preferred model for decision-making is consensus. If consensus cannot be reached, the varying recommendations may be taken to a vote. A majority of the votes cast by Committee members in attendance at the meeting is required to be in favour of the issue under consideration in order to definitively decide the issue. The Chair shall only vote in the case of a tie.
- 6.6. **Committee Meeting Guests:** All Committee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.
- 6.7. **Telephone Meetings and Email Discussion:** The Chair may consult with Committee members by email or arrange telephone meetings, instead of in-person meetings, as the circumstances may require.
- 6.8. **Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information. Student members shall not participate in, and shall recuse themselves for, those parts of meetings where discussions relate to students' personal and confidential matters.
- 6.9. **Minutes & Confidentiality:** Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move "in camera" to deal with certain items if the subject

matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation. Once approved by the Committee, meeting minutes shall be publicly available, in accordance with applicable legislation.

## **7. COMMITTEE ADMINISTRATIVE SUPPORT**

The Committee shall receive administrative support from the College. The administrative support shall be provided through an individual whose duties shall include:

- (a) Assisting the Chair with preparation of Committee meeting agendas and distributing notification of meetings;
- (b) Ensuring follow-up of Committee action items;
- (c) Information gathering;
- (d) Preparation of award selection information such as grades and application forms;
- (e) Preparation and distribution of meeting material;
- (f) Minute-taking; and
- (g) Maintaining Committee records.

## **8. SUBCOMMITTEES or WORKING GROUPS**

**8.1. Referral to Subcommittees or Working Groups:** The Committee may refer issues to one or more subcommittees or working groups as the circumstances require. Each subcommittee shall have its own terms of reference that sets out its mandate, which terms of reference shall be approved by the Committee.

**8.2. Subcommittee/Working Group Reports:** A report from its subcommittees or working groups shall be a standing item on the Committee meeting agenda.

## **9. AMENDMENTS TO TERMS OF REFERENCE**

Amendments to these Terms of Reference may be proposed by the Committee to the College Council for approval.

## **10. DATES OF APPROVAL, REVIEW AND REVISION**

**10.1. Date approved:** College Council – October 15, 2019

**10.2. Review:** Formal review of these terms will be conducted every five (5) years. In the interim these terms may be revised or rescinded if the College Council/College Executive Council deems necessary.

**10.3. Supersedes:** College of Rehabilitation Sciences Awards Committee – Terms of Reference (April 20, 2017)

**10.4. Committee Administrative Support:** Academic Scheduler, College of Rehabilitation Sciences  
umanitoba.ca

**10.5. Effect on Previous Statements:** These terms shall supersede all previous College terms on the subject matter herein.