

## COLLEGE OF REHABILITATION SCIENCES

### ENDOWMENT FUND ADVISORY COMMITTEE

#### Terms of Reference

#### 1. PURPOSE AND MANDATE

**1.1 Preamble:** The Endowment Fund Advisory Committee (“Committee”) of the College of Rehabilitation Sciences (“College”), Rady Faculty of Health Sciences (“RFHS”) is established pursuant to the School of Medical Rehabilitation Endowment Fund (SMREF), now known as the College of Rehabilitation Sciences Endowment Fund (CoRSEF), a University of Manitoba trust fund established to support endeavours that advance the mission of the College.

Each year, accrued interest from the CoRSEF is made available for distribution. Fifty (50%) percent of the available funds are disbursed through bursaries, overseen by the College Awards Committee. Fifty (50%) percent of the available funds are disbursed to approved projects submitted to this Committee through an annual Endowment Fund Project competition.

**1.2 Purpose/Mandate:** In accordance with the terms of reference of the SMREF/CoRSEF, the Committee is established to make recommendations to annually disburse 50% of the available CoRSEF funds to approved projects submitted via the annual Endowment Fund Project competition.

(its “Mandate”).

#### 2. REPORTING AND ACCOUNTABILITY

2.1. **Accountability:** the Committee is advisory to and accountable to the Dean of the College.

2.2. **Reporting:** The Committee, through the Chair, shall annually make recommendations to the Dean for distribution of the funds and provide an annual report.

#### 3. CHAIRPERSON AND COMMITTEE MEMBERSHIP

3.1. **Chair:** The Chair of the Committee shall be appointed by the Dean. 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) One faculty member from each Department, appointed by the Department Head, for a three (3) year term, which is renewable;
- (c) One student from each Department of the College, appointed or elected by its student body 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.

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) Establish criteria for consideration in funding applications;
- (b) Develop application forms and guidelines for use by applicants, in accordance with established criteria
- (c) Periodically review the application forms and guidelines for content and format;
- (d) Post the application form, guidelines and evaluation form;
- (e) Publish deadlines for submission of applications (usually the first Monday in February);
- (f) Receive applications;
- (g) Through the Chair, meet with the Dean to determine if any submitted applications may be funded through alternative means;
- (h) Review applications;
- (i) Submit recommendations to the Dean of the College for project funding allocations;
- (j) Publicize the projects (with description and amount of funding) approved by the Dean of the College;
- (k) Follow up on any unutilized disbursed funds;
- (l) Submit an annual report to the Dean of the College.

## **6. MEETINGS**

- 6.1. **Number of Meetings:** The Committee shall meet at least one (1) time 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 and distribution of meeting material;
- (e) Minute-taking; and
- (f) Maintaining Committee records.

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

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

**9. DATES OF APPROVAL, REVIEW AND REVISION**

9.1. **Date approved:** Dean of the College – November 13, 2019

9.2. **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 Dean of the College deems necessary.

9.3. **Supersedes:** Endowment Fund Project Committee – Terms of Reference (September 9, 2013; revised October, 2015)

9.4. **Committee Administrative Support:** Academic Scheduler, College of Rehabilitation Sciences

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