

## COMMITTEE CHARTER

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<b>Committee:</b>	Grants Committee
<b>Committee Sponsor:</b>	Mount Royal Faculty Association
<b>Date Last Revised:</b>	May 24, 2017

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### Mandate

The Grants Committee shall allocate funds for Tuition Refunds, Contract Service Honoraria, Scholarships for Dependents, and select recipients for MRFA scholarships.

### Authority

The Grants Committee is a standing committee of the Mount Royal Faculty Association. It reports on its activities to the Executive Board and to the Regular Members of the Association.

### Membership

The Grants Committee shall consist of:

- the Treasurer of the Association, who shall be chair;
- the Senior Administrative and Faculty Relations Officer, who shall serve as treasurer for the Committee;
- two Regular Members to serve a term of two years and to be elected in odd-numbered years; and
- two Regular Members to serve a term of two years and to be elected in even-numbered years.

### Meetings

Meetings of the Grants Committee shall be called as required by the chair to review applications and approve allocation of funds. Quorum shall be three Regular Members of the committee, including the chair or designee. All fund allocations shall be submitted to the Senior Administrative and Faculty Relations Officer for filing.

### Expected Activities

The Grants Committee shall review applications for and make decisions regarding:

- faculty tuition refunds pursuant to the Professional Development article of the Collective Agreement;
  - allocate tuition refunds to faculty members who meet the criteria specified in the Collective Agreement;
  - allocate refunds in amounts proportionate to the amounts of eligible tuition applied for, up to a maximum refund as it deems necessary;
  - report to the Provost and Vice-President, Academic and the Regular Members of the Association.
- MRFA scholarships pursuant to the MRFA Policies and Procedures Manual;
  - award one scholarship, based on academic achievement and extracurricular involvement, in the amount specified in the MRFA Policies and Procedures Manual to a student in each Faculty;
  - report to the Mount Royal University Foundation and the Regular Members of the Association.
- scholarships for dependents pursuant to the Benefits and Insurance article of the Collective Agreement.
  - allocate scholarships to dependents of faculty members who meet the criteria specified in the Collective Agreement;
  - allocate scholarships in amounts proportionate to the amounts of eligible tuition applied for;
  - report to Human Resources and the Regular Members of the Association.
- contract service honoraria pursuant to article 14.15 of the Collective Agreement.
  - allocate honoraria to contract faculty members for activities which meet the criteria specified in the Collective Agreement;
  - allocate honoraria in amounts proportionate to the amount of eligible activities applied for; report to Academic Affairs and the Regular Members of the Association

The committee will report aggregated expenditures at Annual General Meeting.

### Resources

Faculty tuition refunds and contract service honoraria are funded by the Board of Governors and payments are processed by the MRFA. Student scholarships are funded by the MRFA and payments are processed by the MRU

Foundation. Scholarships for dependents are funded by the Board of Governors and payments are processed by Student Awards and Financial Aid.

The MRFA Negotiating Committee may, from time to time, review and negotiate changes to the funds available for faculty tuition refunds and scholarships for dependents. Reports more detailed than the aggregate reporting to the membership, while still protecting personal privacy, will be provided to the Negotiating Committee upon request.

Administrative support, including preparing applications and associated calculations in support of the committee's decisions, will be provided by the Senior Administrative and Faculty Relations Officer.