



<b>Committee:</b>	Awards Committee
<b>Committee Sponsor:</b>	Mount Royal Faculty Association
<b>Date last Revised:</b>	May 12, 2023

### **Mandate**

The Awards Committee shall select recipients for Mount Royal Faculty Association Awards annually as directed by the Executive Board and in accordance with the Association budget.

### **Authority**

The Awards Committee is a standing committee of the Mount Royal Faculty Association. It solicits nominations, reviews nominee packages, recommends recipients to the Executive Board, and reports on the allocation of awards to the Regular Members of the Association.

The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

### **Membership**

The Awards Committee shall consist of:

- the Finance Officer who shall be vice-Chair;
- the Senior Administrative and Faculty Relations Officer (non-voting);
- one student representative appointed annually by the Students' Association of Mount Royal University;
- two members elected in even-numbered years for two year terms; and
- two members elected in odd-numbered years for two year terms.

### **Meetings**

Meetings of the Awards Committee shall be called as required by the Chair. Quorum shall be 50% of current committee membership + 1, including either the Chair or Vice-Chair. In selection meetings, any sitting members who are not present must send their selections to the chair prior to the meeting. Minutes will be taken for all committee meetings and approved minutes shall be submitted to the Executive Board for information.

### **Expected Activities**

The Awards Committee shall:

- annually conduct the nomination process for Association Awards as directed by the Executive Board and in accordance with approved forms and processes. All nomination / selection processes shall include:
  - distributing information packages and nomination forms;
  - receiving nominations from faculty, students, alumni, administrators, and staff, as applicable;
  - reviewing nominations to ensure nominees meet the eligibility requirements;
  - gathering and reviewing evaluative information on nominees in accordance with the approved award criteria;
  - recommending recipients, where appropriate, for approval by the Executive Board. Where there are no nominees who meet the award criteria, the Awards Committee is empowered to not recommend a recipient.
- annually select recipients for the Association's eight student scholarships, and
- annually promote CAFA and CAUT award nominations and submit nominee recommendations to the MRFA Executive Board. With prior Board approval, compile and submit nomination packages to CAFA and CAUT.

### **Resources**

The MRFA will provide funding for Association awards, each to normally consist of a framed certificate, a plaque in the Faculty Centre, and a monetary award (amount to be determined by the Audit and Finance Committee, subject to the approval of the annual Association budget).

Administrative support will be provided by the MRFA Senior Administrative and Faculty Relations Officer.