

DOCUMENT TITLE	Awards Committee Terms of Reference
DOCUMENT NUMBER	G-3.1.3
NAME OF POLICY THE DOCUMENT SUPPORTS	G-3.1 Education Council By-Laws
TYPE OF DOCUMENT	Terms of Reference
APPROVAL DATE	January 28, 2002
LAST UPDATE OR AMENDMENT OR REVIEW DATE	June 2022
HOLDER	VP Education

AWARDS COMMITTEE TERMS OF REFERENCE

PURPOSE AND MANDATE

The Awards Committee is standing committee of the Education Council and is established by the Education Council. The committee will administer major awards open to students of Camosun College. The awards administered by the committee are those which are established and recognized and have defined criteria for eligibility.

RESPONSIBILITIES

1. Review incoming material and determine if the award falls within the mandate of the committee. Otherwise, the committee may forward the material to the appropriate department or school.
2. Develop an annual schedule of awards.
3. Publicize awards criteria to the College community.
4. Assess applicants and nominees based on applicable criteria.
5. Coordinate the selection process for awards drawing on expertise from the College community.
6. Coordinate disbursement and presentation of the awards.
7. Inform the College community about the recipients of major awards.

CHAIR

The chair is appointed by the chair of Education Council from amongst the members of the committee.

TERM OF OFFICE

All committee members will serve a one-year term and may be appointed to further terms.

ADMINISTRATIVE SUPPORT

Administrative support will be determined by the Office of the Vice-President of Education & Student Services.

MEETINGS

Meetings will be scheduled at the discretion of the committee chair as required, but in any case no less than four times an academic year.