

AWARDS COMMITTEE TERMS OF REFERENCE

MANDATE AND SCOPE

1. The mandate of the Student Awards Committee is to oversee the fair and equitable distribution of the NWP Awards Program as per the Student Awards Policy.
2. The committee reports to NWP Executive

COMMITTEE COMPOSITION

The Awards Committee shall be comprised of the following members:

1. Permanent Members

- Senior Financial Aid Advisor as Chairperson
- One representative from the Department of External Relations appointed by the Vice President, External Relations
- One Financial Aid Advisor, as record keeper

2. Term Members: 1-YEAR TERM

- Two student representatives appointed by SA Executive
- One representative from the School of Health and Education, appointed by the Dean
- One representative from the School of Applied Science and Technology, appointed by the Dean
- One representative from the School of Skilled Trades, appointed by the Dean
- One representative from the School of Business, appointed by the Dean
- One public member from the Foundation, confirmed by the Vice President, External Relations
- One representative from School of Students, appointed by the Dean
- One representative from the Office of the Registrar, appointed by the Registrar

3. Guests: The Student Awards Committee meetings are closed. Guests may attend by invitation of the Committee Chairperson and are not permitted to vote

4. Proxies: Committee members may assign a proxy to attend in their place if unable to attend, upon approval of the Committee Chairperson. The proxy will have the same voting rights as the committee member.

5. Quorum: 60% of members in attendance to constitute a quorum

- 6. Confidentiality:** All committee members and guests are required to sign a confidentiality agreement annually

RESPONSIBILITY

Following are the specified areas of responsibility of the Students Awards Committee:

1. To review the Terms of Reference and Student Awards Policy annually and propose updates as necessary.
2. To review and grant awards in accordance with the established criteria set for each award.
3. To provide a Student Awards Committee Report to Executive at the conclusion of each academic year.
4. All decisions made by the Student Awards Committee are final. There will be no appeal process for applicants.