

**Senate**  
**Student Scholarships and Bursaries Committee**  
**Terms of Reference**

**1. ESTABLISHMENT**

The Senate (**Senate**) hereby establishes a standing committee called the Student Scholarships and Bursaries Committee (the **Committee**), under the provisions of the Senate’s General Terms of Reference for Standing Committees and these Committee Terms of Reference, and delegates to the Committee the authorities set out herein. In the event of a conflict between the provisions of these Terms of Reference and the General Terms of Reference, these Terms of Reference will govern.

The Director of Development, Student Awards and Strategic Giving shall act as the responsible senior administrator to the Committee, providing the link between senior administration and the Committee.

All defined terms which are used, but not defined herein, and which are defined in the General Terms of Reference or the Bylaws shall have the meaning given to such term in the General Terms of Reference or the Bylaws.

**2. COMPOSITION**

Chair

The Member named as set out under “Voting Members” below.

Vice Chair

The Member named as set out under “Voting Members” below.

Voting Members<sup>1</sup>

The following Voting Members shall be appointed by the Senate or its delegate:

- Ten External Senators. One of these Members shall be named as Chair and one of these Members shall be named as Vice Chair by the Senate or its delegate.
- One of the Senators appointed by Deans’ Council

**3. ROLE**

The Committee assists with the Senate’s fundraising activities for Senate and Chancellor Scholarships and Bursaries through the Chancellor’s Club and the Chancellor’s Challenge Golf Tournament, by carrying out the specific responsibilities assigned to the Committee.

**4. RESPONSIBILITIES**

The Committee’s responsibilities are as follows:

1. Set the annual targets for fundraising, memberships and golf sponsorships for Chancellor’s Club and the Chancellor’s Challenge Golf Tournament;

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<sup>1</sup> The Committee must have a minimum of three voting members in accordance with the Senate’s Standing Committees General Terms of Reference.

2. Solicit individuals for membership in the Chancellor's Club and participants in the Chancellor's Challenge Golf Tournament;
3. Identify and, if requested, assist to secure potential sponsors for the Chancellor's Challenge Golf Tournament; and
4. Review bi-annually the effectiveness of Chancellor's Club and the Chancellor's Challenge Golf Tournament and make any recommendations for changes or continuation of these activities to the Senate.

**5. AUTHORITIES**

The Committee has the authority to carry out its responsibilities, subject to any specific conditions or restrictions that are imposed on it by the Senate. The Committee does not have decision-making authority except where, and to the extent that, such authority has been expressly delegated or assigned by the Senate in these Terms of Reference or by a resolution of the Senate.

**6. OPERATIONS**

In respect of all regularly scheduled Committee meetings, other than in-camera meetings or sessions, the responsible senior administrator, the Associate Vice President Government and Community Engagement and the Manager of the OCS will be invited to attend all meetings, unless excused by the Chair for the whole or a portion of a meeting. Unless objected to by the Chair; the responsible senior administrator, the Associate Vice President Government and Community Engagement and the Manager of the OCS may invite such persons as they see fit to take part in the presentation or discussion of items for which they are responsible.

**7. EFFECTIVE DATE**

These Terms of Reference will be effective on the date that they are approved by the Senate or its delegate. All prior or existing Terms of Reference of the Committee are repealed as of the effective date of these Terms of Reference.

**Dated: September 7, 2017**