



Senate Undergraduate Scholarships & Bursaries Committee – Terms of Reference

Approved by: Senate

Established on: October 2003

Revised: December 4, 2009; March 17, 2014; September 18, 2017; February 12, 2018; January 14, 2019; January 25, 2021; January 26, 2022 (editorial); November 25, 2024, March 16, 2026

Quorum: Shall consist of five filled voting positions, of which at least three are faculty members. Committee members whose positions are listed as ** shall not be included in the total when the quorum is counted.

Five business days' notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.

COMPOSITION	TERMS OF OFFICE
Appointed members shall not serve more than six consecutive years.	
Associate Registrar, Recruitment & Admissions	Ex officio
Vice-Provost (Students) & Registrar	Ex officio
Six faculty members elected by the Senate on the recommendation of the Senate Nominations Committee	Three-year terms (renewable) (staggered)
One member of the Ogimaawin Indigenous Education Council (OIEC) recommended by the OIEC	Two-year term (renewable)
**Associate Registrar, Student Awards & Financial Aid (non-voting)	Ex officio
**Vice-President, University Advancement, or delegate (non-voting)	Ex officio
**Associate Vice-President, Financial Services (non-voting)	Ex officio

One student member of the Lakehead University Student Union (LUSU) Executive (or delegate), elected by the Senate on the recommendation of LUSU	One-year term (renewable)
**Director, Athletics (non-voting)	Ex officio

ORGANIZATION

1. Chair: To be elected before July 1 annually by the Committee from among the six faculty members elected by the Senate.
2. Secretary: Financial Aid Specialist, Student Awards and Financial Aid
3. Administrative Offices: University Secretariat; Student Awards and Financial Aid

TERMS OF REFERENCE

1. To annually review and recommend changes for the Lakehead University calendar as they pertain to the work of the Senate Undergraduate Scholarships and Bursaries Committee;
2. To review and/or develop procedures for the implementation of student awards policies;
3. To assist in approving recipients for major medals (Governor's General Silver Medal, Governor's General College Bronze Medal, Chancellor's Medal, Vice-Chancellor's Medal) to be brought forward to the Senate;
4. To review and make decisions regarding scholarship/award appeals;
5. Report to the Senate and/or Senate Executive Committee following every meeting, as required by the Senate Bylaws.