

## **XIV Senate Undergraduate Scholarships & Bursaries Committee**

Approved by Senate

October 2003

Last Revised Dec 4, 2009

Seven (7) 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. Quorum: Is a simple majority of all voting positions.

### Composition

1. Director of Admissions and Recruitment
2. Vice Provost (Student Affairs)
3. Six full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee
4. One faculty member recommended by the Aboriginal Management Council
5. Director of Institutional Analysis & Government Relations (non-voting)
6. Undergraduate Scholarships Officer (non-voting)
7. Financial Aid Administrator (non-voting)
8. Vice-President (External Relations), or delegate from Office of University Advancement (non-voting)
9. Associate Vice-President (Finance) (non-voting)
10. One LUSU Representative
11. Registrar (non-voting)
12. Director of Athletics (non-voting)
13. Past Chair
  - a. Unless the Past Chair is within their 3-year term in which case the Past Chair position would be counted within the 6 faculty members in item #3.
  - b. If the Past Chair's regular term has come to an end, the Past Chair will be a non-voting position.

### Terms of Office

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|-------------|--|
| 1 & 2       | ex officio                               |
| 3           | three-year terms (renewable) (staggered) |
| 4           | two-year term (renewable)                |
| 5,6,7,8 & 9 | ex officio                               |
| 10          | one-year term (renewable)                |
| 11, 12      | ex officio                               |
| 13          | ex officio (one year)                    |

### Organization

1. Chair to be elected annually by the Committee from among the 6 faculty members elected by Senate
2. Vice-Chair to be elected annually by the Committee from among the 6 faculty members elected by Senate
3. Secretary: Undergraduate Scholarships/Awards Officer
4. Administrative Office: Office of Student Financial Aid and Awards

#### Terms of Reference

1. To annually review and make recommendations to the Registrar for changes to the Lakehead University calendar as they pertain to the work of the Senate Undergraduate Scholarships and Bursaries Committee.
2. To develop effective procedures for the implementation of student awards policies.
3. To assist in and/or approve the selection of recipients for scholarships and bursaries.
4. To assist the Office of the Registrar 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 Senate.
5. To review and make decisions regarding scholarship/award appeals