



University Students' Council of the University of Western Ontario
GRANTS SUB-COMMITTEE
TERMS OF REFERENCE

EFFECTIVE: 2 October 2012

SUPERSEDES: 24 November 2010

AUTHORITY: Finance Standing
Committee

RATIFIED BY: Council
26 September 2012
Executive Council:
2 October 2012

RELATED DOCUMENTS:

- Grants Fund Policy
- Terms of Reference – Finance Sub-Committee

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PURPOSE:

The Grants Committee is established to support the implementation of the Grants Fund, as established by the Grants Fund Policy.

1.00 MANDATE

1.01 The Grants Committee shall act as a deciding body on all applications for funding and is responsible for monitoring and administering each of the Grants Fund.

1.02 The Grants Committee shall:

- (1) Make decisions based on a consensus model. If no consensus is reached, then a majority vote will be taken.
- (2) Review and decide upon all grant applications to the Grants Fund.
- (3) Review and administer the Accredited Groups Grant Schedule and approve applications for Accredited Group Status.
- (4) Review and administer the Faculty Council Grants Schedule.
 - i. The Committee shall receive recommendations from the Vice-President Finance and the Senior Manager, Finance with respect to any amounts to be deducted from any Faculty Council Grants at each phase of the Schedule.
- (5) Meet at least once a month beginning in the month of August, or as deemed necessary by the chair.
- (6) The Committee may request that the Senior Manager, Finance act as a resource support by attending any meetings or providing any information that will assist the Committee in reaching consensus.

2.00 COMPOSITION

2.01 The Grants Committee shall be composed of:



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- (1) the Vice-President Finance, *ex-officio*, as chair, and,
- (2) six (6) Students, who are not Members, voting.
 - i. Meetings of the Grants Sub-Committee taking place in August or September shall require only four (4) students who are not members.
 - ii. Students sitting on the Sub-Committee in August and September may continue to sit on the Sub-Committee for the duration of the academic year.

3.00 RESPONSIBILITIES

3.01 The Chair shall:

- (1) Set the agenda for each scheduled meeting;
- (2) Provide a list of meeting dates for each semester for applicants;
- (3) Ensure that Committee meetings are carried out in a fair and equitable manner; and,
- (4) Ensure that all relevant information and documentation is provided to the Committee prior to any meeting;
- (5) Ensure that quorum is maintained, and to otherwise adjourn the meeting;
- (6) Report results of committee meetings to the Finance Standing Committee as an information item at their next duly constituted meeting; and,
- (7) Ensure that any member of the committee who is in a conflict of interest with any application be asked to forego any participation in that particular grant application.

3.02 The Vice-President Finance shall:

- (1) Ensure that all appropriate matters are brought to the Committee as outlined in these terms; and,
- (2) Ensure that each grant application is properly completed with sufficient information before bringing it before the Committee.