

**POLICIES AND PROCEDURES**

<b>SECTION TITLE:</b> BOARD OF DIRECTORS	<b>SECTION REFERENCE:</b> BD
<b>POLICY TITLE:</b> STUDENT CENTRE LEADERSHIP COMMITTEE TERMS OF REFERENCE	<b>POLICY NUMBER:</b> BD-020

**POLICY STATEMENT:**

THE BOARD OF DIRECTORS SHALL APPOINT A STUDENT CENTRE LEADERSHIP COMMITTEE TO ACT ON BEHALF OF THE BOARD.

**PURPOSE:** TO OUTLINE DUTIES AND PURPOSE OF THE STUDENT CENTRE LEADERSHIP COMMITTEE.

**PROCEDURE:**

The Board of Directors, shall appoint the Leadership Awards Committee.

**A. MEMBERSHIP:**

- Chairperson
- Two Members of the Board
- Programming and Marketing Manager
- Executive Director

**B. DUTIES:**

1. The Board members of the committee will be appointed at the first meeting of the Board.
2. The Committee will hold a meeting by September at which they will elect a Chair for the committee.
3. Quorum for the Committee will be set at a majority of its members.
4. The Committee will be responsible for items including but not limited to:
  - a. Establishing a timeline to include the distribution of applications, deadlines for applications, and announcement of who will receive the award
  - b. All communications regarding the award
  - c. Selection of award recipient
5. The Committee will report to the Board after its selection of the award recipient. The report will include the name of the award recipient, the rationale behind her/his selection, and recommendations for amendments to the procedures regarding the award.
6. Members of the Committee are not eligible to receive the award or be nominators.
7. Members of the Committee must sign a confidentiality agreement pertaining to the award.

<b>Contact Person (title):</b>	Chairperson / Executive Director
<b>Cross-Manual Reference:</b>	
<b>Monitoring Tools:</b>	Board and Student Centre Leadership Award Minutes
<b>Relevant Forms:</b>	N/A

<b>Board Approval Date:</b>	29 November 2000
<b>Review Dates:</b>	
<b>Revised Date(s):</b>	20 June 2007 (administrative edits to change title from "Programming and Events" to "Programming and Marketing")