Rady Faculty of Health Sciences | University of Manitoba

Max Rady College of Medicine
Department of Family Medicine
Master of Physician Assistant Studies
260 Brodie Centre
727 McDermot Avenue
Winnipeg, Manitoba, R3E 3P5

Master of Physician Assistant Studies
Awards Subcommittee
Terms of Reference

1. PURPOSE

To make recommendations respecting the terms and recipients of awards, scholarships, bursaries, medals and prizes for learners in the Master of Physician Assistant Studies (MPAS).

2. REPORTING STRUCTURE

The Master of Physician Assistant Studies Awards Subcommittee reports to the Master of Physician Assistant Studies Program Committee.

3. CHAIRPERSON AND MEMBERSHIP

3.1 The Chair of the Committee shall be appointed by the Program Director, MPAS

3.2 The membership of the Subcommittee shall consist of:

- The Chair.
- The Medical Director, MPAS
- 2 Core Faculty member, MPAS.
- Other members, as determined by the Chair.

3.3 The Faculty strives to achieve diverse membership on its committees in accordance with the Faculty of Medicine Diversity Policy, and this should therefore be considered when appointing Subcommittee members that are not ex-officio members.

4. FUNCTIONS OF COMMITTEE

4.1 The Subcommittee is responsible to recommend terms and award recipients for MPAS awards, scholarships, bursaries, medals and prizes for MPAS learners, which includes without limitation:

- Maintaining up-to-date and centralized listings of eligible MPAS learner awards, scholarships, bursaries, medals and prizes including the terms of reference/criteria for application.
- Developing guidelines for the nominations process.
- Inviting and receiving recommendations respecting potential nominees.
- Recommending recipients to the MPAS Program Committee.
- Ensuring due process is followed in the recommendations process.

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- Regular reporting on its activities and providing other recommendations for approval to the MPAS Program Committee and to the Program Director, MPAS.

4.2 Subcommittee members shall serve as liaison persons with others in the areas from which they represent.

4.3 Subcommittee members, individually and collectively, shall deal with matters before the Subcommittee in such a way that the interests of the University of Manitoba take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.

5. TERM OF OFFICE

The term of office of each member shall be for the term the individual is in the position noted in 3.2, or in the case of the Faculty members, for a three-year term with one three-year term optional renewal.

6. QUORUM

A simple majority of the voting members of the Subcommittee shall constitute a quorum.

7. NUMBER OF MEETINGS

The Subcommittee shall meet subject to the call of the Chair.

8. NOTICE OF MEETINGS

8.1 Agenda items must be sent to the Subcommittee secretary at least 4 days in advance of the meeting.

8.2 The agenda shall be prepared and distributed to the members of the Subcommittee at least 2days prior to the meeting.

9. DATES OF APPROVAL, REVIEW AND REVISION

Original Approved: December 22, 2010 (Dean's Council)
February 15, 2011 (Faculty Executive Council)

Revised/Approved: October 9, 2012 (Dean's Council)
December 11, 2012 (Faculty Executive Council)

Department of Family Medicine
Last Approved Date: July 2, 2026 (MPAS Program Committee)
July 15, 2026 (Executive Management Committee)
Review Date: Every 5 years from the last approved date.

Committee Contact: Admin Assistant (Program Coordinator), Master of Physician Assistant Studies.