



Master of Physician Assistant Studies Awards Committee 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**

2.1 The Master of Physician Assistant Studies Awards Committee (the “Committee”) reports to the Master of Physician Assistant Studies Program Committee.

2.2 Subcommittees or working groups shall report to the 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 Committee shall consist of:

- The Chair;
- The Medical Director
- Senior Faculty Representative from Max Rady College Of Medicine
- One 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 committee members that are not ex-officio members.

4. **FUNCTIONS OF COMMITTEE**

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

4.2 Committee members shall serve as liaison persons with others in the areas from



which they represent.

- 4.3 Committee members, individually and collectively, shall deal with matters before the Committee 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 Committee shall constitute a quorum.

7. NUMBER OF MEETINGS

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

8. NOTICE OF MEETINGS

- 8.1 Agenda items must be sent to the Committee secretary at least ten days in advance of the meeting.
- 8.2 The agenda shall be prepared and distributed to the members of the Committee at least seven days prior to the meeting.

Dean, Faculty of Medicine:

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)

Review Date: January 2015

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

Dean, Faculty of Graduate Studies:

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