

## **ATEM Grants and Awards Committee: Terms of Reference**

### **Purpose**

The ATEM Awards and Grants Committee considers and makes recommendations to Council on all new and existing Association Awards and Grants proposed.

The Committee considers applications for all awards and scholarships made by the Association, except the President's Award which is made at the discretion of the President.

The Committee meets according to the following timeline (exact dates depend on timing of conference).

- Call for nominations: by mid-June
- Regional submission for any new, or modifications to existing, Awards and Grants by mid-June
- Reminder: mid-July
- Applications for Association awards and grants close: end July-mid August
- Applications considered by Committee by: end August-mid September
- Award recommendations forwarded to Council by: agenda deadline
- Recommendations to Council on any new, or modifications to existing, Association or Regional Awards and Grants: agenda deadline
- Recipients announced during TEM Conference: September/October

### **Committee Membership**

- One ATEM Vice-President who will be Chair of the Committee, nominated by the Council. (Chris Pepper)
- Two Councillors (Heather Davis and Tony Heywood)
- One ATEM Fellow nominated by the Council. (Maree Conway)
- An ATEM member holding a senior management position in the tertiary education sector, nominated by the Chair of the Committee. (Judy Szekeres)

The ATEM President and Executive Director are ex-officio members.

The Committee has the power to co-opt as it sees fit.

The ATEM Secretariat will provide secretarial support.

The term of office for all members is normally two years to coincide with the term of office of the ATEM Vice-President who is Chair.

### **Terms of Reference**

- To consider applications for the following awards:

#### **ATEM Awards**

Certificates of Appreciation

Honorary Fellow

International Conference Delegates (under reciprocal agreements)

Meritorious Service Awards

Peter Karmel International Travel Grants

Maurie Blank Study Scholarships

Ian Chubb Career Development Award

- To report annually to the Council on any changes required to the criteria for the Awards and Grants, or to procedures to be followed by the Committee.
- To ensure that all Awards and Grants are, as far as is practicable, established and issued equitably and consistently across the Association.

The President's Award is not considered by this Committee, although the President may request the Committee to propose worthy members.