

ASA GRANTS COMMITTEE TERMS OF REFERENCE

Membership Composition

- Chair: ASA Institutional Member-at-Large
- Members: Institutional Member-at-Large, two board members, and two members-at-large who serve two year terms

2016 Members

- Philip Pype, Chair
- Shamin Malmas
- Jennifer Rutkair
- Doug Cass
- Bonnie Woelk

Related and Governing Policies

- ASA Bylaws
- ASA Grants Policy
- ASA Grants Guidelines

Responsibilities

All Grants Committee Members shall -

- Encourage individuals and institutions within the ASA membership to utilize granting opportunities provided by the ASA
- Evaluate applications with professional knowledge and integrity, based on the merit of the application.
- Advise the Board of Directors on matters relating to grants activities of the Society.
- Participate in committee meetings or provide reasons for absence; participate in a fair share of the work undertaken by the Committee; keep in touch with the Committee regarding work they are responsible for; advise the Committee in the event that delays arise; and report to the Committee chair
- Declare any actual, potential or perceived conflicts of interest as soon as they are aware of such conflicts.

Grants Committee Chair –

- Chairs Grants Committee meetings
- Reports to the Board of Directors regarding committee activities; sets the tone for the Committee's work; recruits members; coordinates Committee meetings, including agenda and minutes/summary; works with the ASA Secretariat on committee logistics; and prepares an annual report.

- Reports to the Board of Directors.

Expected Outcomes

- The Grants committee will meet annually to evaluate submitted grants applications, discuss potential changes to granting programs, and advise the Board of Directors regarding potential changes to programs.

Review

The Terms of Reference are to be reviewed annually by the committee.

Version Control

Approved By:	
Date Approved:	
Reviewed:	