

THE AWARDS AND BEQUESTS SUB-COMMITTEE

1. STATUS

The Awards and Bequests Sub-Committee is a Committee of the Finance Sub-Committee.

2. PURPOSE

The Sub-Committee is responsible for the administration of the Andrew Grant Bequest, in terms of the Bequest, Acts, Orders and College Regulations relating thereto; the Sub-Committee also administers other bequests funds and prize money.

The Sub-Committee shall seek

- to make the members of the Board better informed about the achievements and work of the Schools and Departments and the concerns of the staff and students;
- to make the Heads of Schools and Departments more aware of the concerns of the Board and provide an opportunity for debate between them;
- to provide each School/Department and the Library with a direct channel of communication with the Board;
- to create a sense of mutual understanding and unity of purpose among governors and Heads of Schools and Departments.

3. TERMS OF REFERENCE

i) To monitor the application of the regulations and other provisions relating to the Bequest funds and to recommend changes thereof from time to time as appropriate to the Governing Body, for approval.

ii) To administer the income of the Bequest in terms of the regulations and other provisions, grant awards and make recommendations thereon to the Governing Body.

iii) To undertake regular reviews of the amounts of Scholarships and other awards, the conditions associated with them and all other factors falling within the intentions of the Bequests and other funds which it administers.

iv) To consider recommendations made to it in respect of the grant of awards and to determine allocations generally and specifically in accordance with the powers delegated to it.

v) To be informed by the individual lay Governors members making formal visits to the Schools/Department to which they are attached prior to meetings of the Board or the Sub-Committee and by any other informal arrangements which the individual lay Governors and Heads of Schools/Departments may decide upon.

vi) To be informed by informal contact between the Chairman of Governors and the President of the Students' Representative Council.

4. POWERS AND DUTIES

i) The Sub-Committee shall have the following additional powers:

a) where appropriate to interview candidates and examine work

b) to invite any person (including a potential grantee) whose knowledge and/or experience would assist it in its deliberations to attend and speak at meetings

c) to consult with other institutions, committees and persons on matters of mutual interest

d) to decide, recommend and delegate courses of action within its competence

ii) The Sub-Committee shall meet at least twice a year and shall report thereon to the Governing Body via the Finance Sub-Committee.

5. COMPOSITION

The Principal, ex officio

The College Secretary, ex officio

Six Governors, two of whom shall be members of the academic staff, appointed by the Governing Body from its own number

6. CO-OPTIONS

The Sub-Committee may co-opt individuals at its discretion for a period of office to be determined by the Sub-Committee.

7. PROCEDURE

a) The Board shall appoint a Convener of the Sub-Committee from among their number for the duration of his/her three year period of office.

b) The College Secretary or his/her nominee, drawn from the administrative staff, shall act as Secretary to the Sub-Committee.

c) The quorum shall be six excluding co-opted members.

d) Agendas and minutes shall be circulated in accordance with College procedures.

e) The Sub-Committee shall operate in accordance with College Standing Orders.

8. PERIOD OF OFFICE

Appointed members shall hold office for a term of one year or otherwise as determined by the Governing Body. The College Secretary or his/her nominee, shall advise co-opted members of the period and conditions of appointment. A term of office shall commence on 1st August and terminate on 31st July unless otherwise provided for.

Awaiting affirmation
as at 5 April 2004