1.0 Purpose
To generate, review, and recommend for approval staff-generated proposals for SEF funding that are in alignment with the goals of the Staff Excellence Fund by engaging UWSA members and supporting their proposal efforts.

2.0 Mandate
- To determine schedule and communication needs in order to solicit proposals from UWSA Members
- To review proposals from UWSA Members and provide advice for improvement where needed
- To recommend proposals that are in alignment with the goals of the fund to PACSC
- To ensure that each proposal is evaluated on its own merit, not in comparison to other submissions
- To solicit input as needed from external resources to evaluate proposals
- To actively solicit and recommend proposals until notified by the UWSA President that funds for the year have been allocated
- To ensure that recommended proposals do not contravene University procurement policy, specifically Policy 17 – Quotations and Tenders
- To ensure that the committee’s decisions and all proposals are appropriately documented.

3.0 Reporting Relationships
The Staff Excellence Fund Committee reports through the Chair to the UWSA President.

4.0 Membership
The Staff Excellence Fund Committee consists of:
- One member from the UWSA Operations Team
- UWSA Member of UW Healthy Workplace Committee, ex officio
- UWSA President, ex-officio, non-voting
- Four members at large.

5.0 Chair
The UWSA Operations Team Member shall serve as Chair.

6.0 Recording Secretary
The Committee shall assign the recording secretary from its membership.

7.0 Frequency of Meetings
The Committee shall meet as needed to fulfill its mandate, typically twice per term.

8.0 Quorum
A quorum shall be four voting members.

9.0 Appointment
Members shall be appointed by the Appointments Committee. Appointments are normally for a two-year term, renewable once at the discretion of the Committee Chair.
10.0 Circulation of Minutes

Minutes are circulated to Committee members.

Revised: April 20, 2022
Approved: July 21, 2022