**Purpose**
The SEF Fund is managed by PACSC and has $250,000 per year to allocate. PACSC is seeking proposals from staff for two portions of this fund: Engagement and Leadership Development $50,000/year, and Healthy Workplace Initiatives $85,000/year. PACSC has delegated responsibility to the UWSA to bring forth these proposals. The UWSA has established this committee to generate these proposals. PACSC is self-managing the High-Quality Speakers and Service Recognition portions of the fund. Refer to the webpage [https://uwaterloo.ca/staff-association/staff-excellence-fund](https://uwaterloo.ca/staff-association/staff-excellence-fund) for more information.

**Membership**
Six members as follows:

- 1 Chair from the UWSA Board of Directors selected by the UWSA Board
- 1 member from the UWSA Board of Directors selected by the UWSA Board
- 1 ex officio member who is the UWSA member of the UW Healthy Workplace Committee
- 3 members selected from the members-at-large selected by the UWSA Nominating Committee

The UWSA President shall ensure that the 2 Board positions are staffed appropriately. Members-at-large shall have 2 year terms which are renewable once at the discretion of the Chair. The President and Chair should try to ensure that member’s terms overlap for continuity.

**Responsibilities:**

- Proposals are to be solicited from all staff at the university.
- Proposals must be solicited as needed to meet the goals of the SEF.
- Calls for proposals must be submitted to the UW Daily Bulletin, should be posted on additional suitable locations, and should be directly requested from staff.
- A proposal shall be deemed suitable for submission to PACSC when 4 members agree.
- Members may agree to proposals via an email to all members.
- This program must not be treated as a competition.
- This committee should provide feedback to the submitter(s) of the proposals to allow them to make improvements (if needed and if possible) to a state where it is suitable for submission.
- This committee should be innovative in soliciting proposals.
- This committee should solicit input as needed from external resources to evaluate proposals.
- This committee will continue to forward proposals until notified by PACSC that funds for the year have been allocated.
- Ensure, in conjunction with the UWSA PACSC members, that the SEF website is current and effective.

**The Chair or delegate will:**

- post the committee’s work and submissions on the Board’s document repository
- inform the Board when submissions for PACSC are available
- communicate with applicants sufficiently to keep them informed at all phases of the process
- organize sufficient meetings to meet the committee’s purpose
- set agendas for meetings that include packages sufficient to have productive meetings
- distribute meeting materials several work days before the meeting
- present proposals and recommendations to PACSC for approval