

Student Initiative Fund Board Agreement 2018-2019

The Student Initiative Fund (SIF) offers financial support to projects that enhance the student experience and foster a sense of community at the University of Toronto. The Student Initiative Fund accepts applications from students at UofT St George and these applications are reviewed by the Student Initiative Fund (SIF) Board. The SIF Board is responsible for making decisions on the applications received for the Student Initiative Fund.

Part A: Board Structure

The committee will be comprised of:

1. Nine student members as follows:
 - One student member as appointed by the University of Toronto Students' Union.
 - One student member as appointed by the University of Toronto Graduate Students' Union.
 - One student member as appointed by the University of Toronto Association of Part-Time University Students.
 - Three student member as appointed by the Assistant Vice-President Student Life or designate from the general University of Toronto student population.
 - Three student members as appointed by the Assistant Vice-President Student Life or designate from the executive of a recognized student club.
2. Two staff members as follows:
 - One staff member as appointed by the Assistant Vice-President Student Life or designate from the groups of University staff known as the Student Life Professionals.
 - One staff member as appointed by UofT Ancillary Services, Trademark Licensing Department.
3. Two non-voting members as follows:
 - A non-voting chair as appointed by the Assistant Vice-President Student Life or designate whose role is to ensure that process and due diligence is followed.
 - A non-voting recording secretary appointed by the Assistant-Vice President Student or designate to assist in scheduling meetings, collecting proposals, preparing for the meeting, record keeping, communicating with applicants and generally assisting the chair.

Part B: Board Recruitment and Selection

- The UTSU, APUS, and GSU will be asked in September to provide the contact for their representative member selected to the Board. Should any particular constituent not wish to provide a member to sit on the committee, the Assistant Vice-President Student Life or designate will appoint a student member at their discretion, attempting to select a student who best represents that constituency.
- General Member positions will be advertised through a variety of Student Life channels.
- Committee members will serve for a term of one year effective May 1 (with opportunity for renewal).

Part C: Student Initiative Fund Meetings and Preparation

- All Board members will receive the SIF applications in advance of the meeting. As much notice for reading, reviewing and evaluating the applications will be given. Ideally at least 5 business days will be provided.
- Board members will review and evaluate each application in advance of the meeting. Board members will receive an Excel sheet to input their evaluation scores into and they will be required to send this to the Chair/Secretary in advance of the meeting.
- Board members are expected to attend all meetings as outlined in the meeting schedule. If Board members are not able to attend for extenuating circumstances, they must provide their application evaluation and this will be treated as their vote to meet quorum.
- Meeting attendance must be confirmed 2 business days in advance of scheduled meetings.
- Quorum for the meeting will be 5 voting members.
- Failure to prepare for meetings and/or attend meetings may result in forfeiture of Honorarium and/or CCR Recognition (at the discretion of Chair and Secretary)

Part D: Meeting Schedule

Fall 2018

Dates	Schedule
September 10, 2018	Applications Due
September 10, 2018	Welcome and Onboarding Training for SIF Board 11am-12pm 21 Sussex Ave, R321
Between September 11-13, 2018	Applications compiled and sent to committee for review
September 17, 2018	Pitch date for Tier 3 funding 10am-12pm 21 Sussex Ave, R321
September 20, 2018	Committee Meeting (Application Review) *Note all application evaluations must be sent to the Chair and Secretary in advance of this meeting 10am-12pm 21 Sussex Ave, R321
September 21, 2018	Committee Meeting (Application Review) *If needed 10am-12pm 21 Sussex Ave, R321
September 25, 2018	Pitch date for Tier 3 funding for applications that the committee requires additional information from Discuss any remaining or late applications 10am-12pm 21 Sussex Ave, R321

Winter 2019

Dates	Schedule
January 11, 2019	Applications Due
Between January 14-15, 2019	Applications compiled and sent to committee for review
January 18, 2019	Pitch date for Tier 3 funding 10am-12pm 21 Sussex Ave, R321
January 21, 2019	Committee Meeting (Application Review) *Note all application evaluations must be sent to the Chair and Secretary in advance of this meeting 10am-12pm 21 Sussex Ave, R321
January 22, 2019	Committee Meeting (Application Review) *If needed 10am-12pm 21 Sussex Ave, R321
January 25, 2019	Pitch date for Tier 2 funding for applications that the committee requires additional information from 10am-12pm 21 Sussex Ave, R321

Summer 2019

Dates	Schedule
April 1, 2019	Applications Due
Between April 2-3, 2019	Applications compiled and sent to committee for review
April 8, 2019	Pitch Date for Tier 3 funding and Committee Meeting (Application Review) *Note all application evaluations must be sent to the Chair and Secretary in advance of this meeting 10am-12pm 21 Sussex Ave, R321
April 12, 2019	Pitch date for Tier 2 funding for applications that the committee requires additional information from *If needed 10am-12pm 21 Sussex Ave, R321

Annual SIF Review Meeting

May 3, 2019	(Review of process, update SIF Documents) 10am-12pm 21 Sussex Ave, R321
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Part E: Participation in Meetings and Board Membership

- Board members are expected to be present and participative in meetings
- Board members are expected to provide thoughtful, respectful, and considerate critiques, comments, and questions regarding the applications
- Board members are expected to act in the best interest of the students that they are designated to represent as part of the SIF Board
- Board members will abstain from voting on applications that are of personal interest
- Board members are expected to review all submissions with an access and equity lens in order ensure that all funded proposals uphold the University of Toronto's commitment to equity and inclusion

Part F: Honorarium for Non Executive Members

- Any Board member is not a paid Executive member of UTSU, GSU or APUS fulfilling a position on the SIF Board will be eligible for an Honorarium up to \$300
- The amount of the Honouriam will be determined based on the Board Member's fulfillment of this contract