**Operating Policy – J. Lynn Watson Award for Community Service**

1. Criteria for granting the J. Lynn Watson Award

* 1. The J. Lynn Watson Award for Community Service shall be granted in recognition of the McMaster campus group that has made the greatest contribution to charitable giving.
	2. In granting the J. Lynn Watson Award, the Selection Committee shall consider those campus groups who demonstrate an outstanding one-year achievement in each of the following areas:
		1. Providing a learning opportunity for students in the area of community service;
		2. Encouraging staff, teams, and students to contribute in a meaningful way to a charitable cause;
		3. Enhancing the visibility of McMaster University in the Hamilton community and working towards creating a positive community presence;
		4. Demonstrating McMaster Campus Groups’ commitment to McMaster University’s mission of service the social, cultural, and economic needs of our community and our society.
	3. Barring special circumstances, it is recommended that no more than one (1) award be granted each year.

2. Selection Committee

* 1. The committee shall be appointed annually at the first SRA meeting in November for the purpose of considering nominations for the J. Lynn Watson Award.
	2. Members of the committee shall be:
		1. The Vice-President (Administration), who shall be named chair and call the first meeting;
		2. The Student Community Support Network Director;
		3. The FYC chair;
		4. The Clubs Administrator;
		5. One (1) SRA member, elected by the SRA;
		6. One (1) non-SRA member, elected by the SRA.
	3. Vacancies on the Selection Committee shall be filled by the body that appointed the original member.
		1. Should the Vice-President (Administration) resign or relinquish their seat, the vacant seat shall be filled by and from the SRA or Executive Board, whichever meets first.
	4. The Chair of the Selection Committee shall:
		1. Co-ordinate the activities of the Selection Committee;
		2. Be responsible for setting the format of the J. Lynn Watson Award nomination form;
		3. Arrange for public announcement of award recipients through local and campus media;
		4. Work with the Marketing & Communications Director to promote the J. Lynn Watson Award;
		5. Make arrangements for presentation of the J. Lynn Watson Award plaque to the selected recipient;
		6. File a year-end report with the Administrative Assistant in the MSU Main Office in accordance with the records retention requirements set out in **Operating Policy – Awards & Distinctions**.
	5. The total membership of the committee minus one (1) shall constitute quorum.