Operating Policy – J. Lynn Watson Award for Community Service

# Criteria

## 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.

## 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:

### Providing a learning opportunity for students in the area of community service;

### Encouraging staff, teams, and students to contribute in a meaningful way to a charitable cause;

### Enhancing the visibility of McMaster University in the Hamilton community and working towards creating a positive community presence;

### Demonstrating McMaster Campus Groups’ commitment to McMaster University’s mission of service the social, cultural, and economic needs of our community and our society.

## Barring special circumstances, it is recommended that no more than one (1) award be granted each year.

# Selection Committee

## The Selection Committee shall be appointed annually at the first SRA meeting in November for the purpose of considering nominations for the J. Lynn Watson Award;

## Members of the Selection Committee shall be:

### The Macademics Student Recognition Awards Coordinator, as Chair;

### The Macademics Coordinator,

### The First-Year Council chair;

### The Clubs Administrator;

### One (1) SRA member, elected by the SRA;

### One (1) non-SRA member, elected by the SRA.

## The Chair of the Selection Committee shall:

### Coordinate the activities of the Selection Committee;

### Set the format of the J. Lynn Watson Award nomination form;

### Arrange for public announcement of award recipients through local and campus media;

### Work with the Marketing & Communications Director to promote the J. Lynn Watson Award;

### Make arrangements for presentation of the J. Lynn Watson Award plaque to the selected recipient;

### File a year-end report with the Administrative Services Coordinator in accordance with the records retention requirements set out in **Operating Policy – Awards & Distinctions**.

## The total membership of the Selection Committee minus one (1) shall constitute quorum.