



Operating Policy – J. Lynn Watson Award for Community Service

1. Criteria

- 1.1. 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.
- 1.2. 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:
 - 1.2.1. Providing a learning opportunity for students in the area of community service;
 - 1.2.2. Encouraging staff, teams, and students to contribute in a meaningful way to a charitable cause;
 - 1.2.3. Enhancing the visibility of McMaster University in the Hamilton community and working towards creating a positive community presence;
 - 1.2.4. Demonstrating McMaster Campus Groups' commitment to McMaster University's mission of service the social, cultural, and economic needs of our community and our society.
- 1.3. Barring special circumstances, it is recommended that no more than one (1) award be granted each year.

2. Selection Committee

- 2.1. 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;
- 2.2. Members of the Selection Committee shall be:
 - 2.2.1. The Macademics Student Recognition Awards Coordinator, as Chair;
 - 2.2.2. The Macademics Coordinator,

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- 2.2.3. The First-Year Council chair;
- 2.2.4. The Clubs Administrator;
- 2.2.5. One (1) SRA member, elected by the SRA;
- 2.2.6. One (1) non-SRA member, elected by the SRA.

2.3. The Chair of the Selection Committee shall:

- 2.3.1. Coordinate the activities of the Selection Committee;
- 2.3.2. Set the format of the J. Lynn Watson Award nomination form;
- 2.3.3. Arrange for public announcement of award recipients through local and campus media;
- 2.3.4. Work with the Marketing & Communications Director to promote the J. Lynn Watson Award;
- 2.3.5. Make arrangements for presentation of the J. Lynn Watson Award plaque to the selected recipient;
- 2.3.6. File a year-end report with the Administrative Services Coordinator in accordance with the records retention requirements set out in **Operating Policy – Awards & Distinctions**.

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