

June 16, 2016

**Campus Sustainability Fund
Applications Review Committee
Terms of Reference**

Purpose:

The Green Fund Applications Committee's main task is to review project proposals and make recommendations for approval to the VPFO. The committee will also provide oversight for the Green Fund processes.

Membership:

The Committee will be made up of representatives of the broader university community including students, staff and faculty.

Composition:

Permanent members

Director OCPS (Chair)	(1)
Sustainability Coordinator(s)	(1)
AVP Operations Representative	(1)
Facilities Management Representative	(1)

Non-permanent members

Faculty representative	(1)
Staff representative	(1)
Student Societies representatives	(4)

Nominations, Appointments, and Term:

The Director of Campus Planning and Sustainability will make appointments to the Committee. Student representative will be designated by the student societies. Terms must be renewed annually and each member may serve multiple consecutive terms.

Meetings

Meetings will occur on a bi-annual basis in association with the application deadlines. Additional meetings will be on an as-needed basis.

Decision Making:

Committee recommendations will be based on consensus with facilitation provided by the Chair. A committee member who has submitted an application or is otherwise directly involved with an application is in a conflict of interest with regard to the decision. That member will be asked to recuse him or herself from the application discussion. A committee member with an indirect connection to an application is permitted to participate in the Committee deliberations and decision making but it is expected that a committee member will state any conflict of interest at the outset of a proposal discussion. For example, there exists an indirect connection between

the University of Victoria Student Society (UVSS) committee representatives and an application put in by an advocacy group within the UVSS.

Project proposals for more than \$1000 will be reviewed at designated meetings. Projects proposals for less than \$1000 will be reviewed primarily by the Office of Campus Planning and Sustainability. Information on these projects will be sent out to the committee on a rolling basis and the committee members will be given one week to express concerns about a project. In the absence of concerns, project proposals for less than \$1000 will recommended for approval. Recommendations will be sent to the AVP for final review and consideration for approval.