



AWARDS & BURSARY CHAIR

Purpose:

- Chair Annual Bursary Committee
- Present criteria and facilitate nomination process for TAVA Innovation Award
- Collaborate with other Executive Committee Members (e.g. President, Marketing and Communications Chair) to promote awards and bursaries to the membership

Term:

- Complete 2-year term, from July – June annually

Accountability/Report:

- To membership through the President
- Candidates who have been TAVA members for less than one year must provide a minimum of two letters of reference (professional or character)

Time Commitment/Responsibilities:

- **Time Commitment:**
 - Attend TAVA Workshops each month (approximately 4 hours per month)
 - Attend TAVA Executive meetings each month (approximately 2 hours per month)
 - Role support (4 hours monthly, some flexibility required depending on ongoing TAVA projects)
 - *Note: Hours may increase during Bursary period and Innovation Award period*
- **Responsibilities:**
 - Attend business and executive meetings and promote awards and bursaries to the membership as appropriate
 - With support from the President and Treasurer, develop a budget for Awards and Bursaries
 - Lead the nomination, selection, and award distribution process for the TAVA Innovation Award
 - Chair the annual Bursary Committee for overseeing the nomination, selection, and distribution processes of bursaries
 - Liaise with Executive Committee members (in particular the Membership Chair and Marketing & Communications Chair(s) to gather information for nominations and to promote awards
 - Liaise with the Treasurer for award distribution/ reimbursement purposes as well as budgeting purposes as it relates to awards budget and bursary reimbursements
 - Form ad hoc committee(s) as needed to support with awards and bursaries tasks
 - Prepare and present an Awards and Bursaries Report at the Annual General Meeting
 - Provide orientation and training to successor
 - **Membership, Conference and Email Support:**
 - Collaborate with the Membership Chair to keep membership information current and support where needed
 - Collaborate with the Executive Committee plan/execute conference and to keep conference payment current
 - Collaborate with Executive Committee to manage tavaexec@gmail.com account
- **Brave and Healthy Team:**
 - It is the responsibility of each Executive Committee member to keep each other accountable for responsibly creating space for “braver” conversations around topics important to - or brought up by - our membership.
 - It is the responsibility of each Executive Committee member to practice good self-care (notifying other members when they need support or a break) and to keep each other accountable for responsibly maintaining a healthy space for respectful dialogue and completing the work that supports TAVA’s mission, and annual Executive Committee goals.
 - Willingness to be flexible with role description and to support other Executive Committee roles as needed.
- **Ethical /Conflict of Interest Issues:**
 - It is the responsibility of ALL Executive Committee members to **NOT** promote speakers, initiatives or projects for their own personal advancement (or the advancement of those they might personally know), or that is in direct conflict with the mission of TAVA or the needs of our membership.
 - It is the responsibility of each Executive Committee member to keep each other accountable for responsibly supporting TAVA’s mission, managing TAVA’s budget, and in helping to address any arising ethical/conflict of interest issues.

Skills:

- Solid organization, time management, conflict resolution, and commitment to DEI and anti-oppression practices
- Comfortable working independently and as part of a team

Benefits/Impact:

- Support TAVA and help make decisions on how the Association operates
- Increase your leadership skills and executive experience, while building your resume