**Overview:**

This Committee is a subcommittee of the Programs and Services Committee, responsible for managing the Quality Money and Sustainability Project funding programs.

This Committee is an assembly of Students’ Union Executives, Faculty Representatives and students-at-large, along with Students’ Union staff, who oversee the review and allocation of Quality Money and Sustainability project applications from University of Calgary members annually, encompassing students, faculty, and staff. The Committee evaluates and approves projects, ensuring adherence to funding terms. Committee members’ tasks include thoroughly reading applications, scoring applications using a provided rubric, and attending and actively participating in all meetings.

All committee matters are reported to the Programs and Services Committee.

**Supervisor:**

Michael Hedgecock

Coordinator, Student Support

[michael.hedgecock@ucalgary.ca](mailto:michael.hedgecock@ucalgary.ca)

**Time Commitment:**

* During the Fall Semester, the committee meets once for a two-hour training session.
* During the Winter semester, the committee meets once per week on Fridays at 12:00pm-2:00pm from January to March 2024. Committee members should commit to at least two hours of meeting time and up to two hours of preparation per week in the Winter semester.

**Responsibilities:**

* Maintain strict confidentiality of all information contained within applications
* Read all applications thoroughly in preparation for each meeting
* Score applications electronically prior to each meeting and be prepared to provide feedback
* Actively contribute to meetings
* Determine funding allocations
* Review and decide on requests from current project holders, as required by the Chair

**Important Dates:**

* Orientation Session in December 2023 (Depending on best committee availability)
* Every Friday in the Winter 2023 semester between January 10 and March 28, 2023, at 12:00pm-2:00pm (Regular Meetings)

**Benefits:**

* Learn more about current and potential undergraduate programs/services being offered at UCalgary
* Develop public speaking skills
* Build professional meeting and committee experience
* Add to your co-curricular record
* Meet other students interested in similar experiences