

SEAMO POLICY

Subject: SEAMO Endowment Fund

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Approved by: SEAMO Governing

Policy:

SEAMO has established an endowed fund for the purpose of providing members of the Clinical Teacher's Association of Queen's with additional resources to further the academic mission of SEAMO.

A committee comprising four members of CTAQ, in good standing, will administer the fund. The Dean, Faculty of Health Sciences and one member of the CTAQ Executive Committee will be ex-officio members. The CTAQ representatives will be elected at the fall annual general meeting to two-year terms. The Committee will prepare a proposal for how the funds generated by the endowment will be used for the following year. The proposal will be approved by the CTAQ Executive Committee and circulated to the membership. The deadline for applications will normally be June 30th. The Committee will review the applications and recommend to the CTAQ Executive Committee how the money for that year should be awarded. The CTAQ Executive Committee will then make a recommendation to the Dean. The Funds that are not used in any year will be returned to the Endowment Fund as principal.

Only CTAQ members in good standing will have the opportunity to access funds that are generated by this endowment. Committee members are not eligible for the duration of their appointment.

Guidelines for the Committee

The fund should be used to support activities of CTAQ members. These normally will fall into four broad categories: sabbatical support, research support, teaching development and administrative development.

At the first election, two members will be appointed to the Committee for three years and two for two years. Starting two years later, two members will be elected annually.