Agnes Benidickson Tricolour Award – Terms of Reference (2021)

A. Preamble

The Agnes Benidickson Tricolour Award and induction into the Tricolour Society is the highest tribute that can be paid to a Queen’s University student for service, leadership, and character. The Award is named after Dr. Agnes Benidickson who was Chancellor of Queen’s University from 1980 until 1996. Admission to the Tricolour Society shall be limited to current students of the University. The number of students to be admitted to the Tricolour Society is limited to 4 students per year. It is not a requirement that the maximum of 4 students per year is reached, up to the discretion of the Agnes Benidickson Tricolour Award Committee.

Admission shall not be granted simply because a person holds or has held a position or office on campus.

The Rector (or Designates) serves as the Chair of the Agnes Benidickson Tricolour Award Committee (ABTAC). The selection process follows the procedures as outlined in these Terms of Reference.

The names of the Award’s recipients are to be engraved on a plaque in the John Deutsch University Centre (JDUC).

B. Authority

Hereinafter, the responsibility of awarding the Agnes Benidickson Tricolour Award shall be the responsibility of the third officer of Queen’s University, the Office of the Rector (or Designates).

The Agnes Benidickson Tricolour Award shall be the highest tribute paid to a student for valuable and distinguished service, character, and leadership to Queen’s University and its community in non-athletic, extracurricular activities.

The Office of the Rector (or Designates) shall organize the nominations, the ABTAC, and the Agnes Benidickson Tricolour Award presentation.

These terms of reference shall be subject to review by the Agnes Benidickson Tricolour Award Committee.

These reviewed Terms of Reference were approved in April 2021.

C. Definitions

April 2021
The term “nominee” refers to any Queen’s student who is successfully nominated by peers for the Agnes Benidickson Tricolour Award. There shall be a society called the Tricolour Society of Queen’s University, which may be referred to as the Tricolour Society,

I. The Agnes Benidickson Tricolour Award, which may be referred to as the Tricolour Award.

II. The Alma Mater Society shall be recognized as the governing body for the Queen’s undergraduate student population, which may be referred to as the AMS,

III. The Society of Graduate and Professional Students shall be recognized as the governing body for the Queen’s graduate and professional student population, which may be referred to as the SGPS,

IV. The Office of the Rector, being the third Officer of the University, which may be referred to as the Rector.

V. Queen’s University, which may be referred to as the University

D. Award Criteria

I. Admission to the Tricolour Society shall be limited to current students at Queen’s University. The number of students to be admitted to the Society each year shall be up to a maximum of four recipients. It is the jurisdiction of the Agnes Benedickson Tricolour Award Committee (ABTAC).

II. The Agnes Benidickson Tricolour Award shall be awarded to a student for valuable and distinguished service, character, and leadership to Queen’s University and its community in non-athletic, extracurricular activities.

III. A nominee’s service may be confined to a single field or it may have taken the form of a significant contribution over a wide range of activities

IV. Current students at the University may submit a nomination.

V. As the Chair of the ABTAC, the Rector (or Designates) shall not be eligible to be nominated while they hold office.

VI. Recipients of the Agnes Benidickson Tricolour Award shall be admitted to the Tricolour Society.

E. Nomination Packages

I. A nomination form will be completed. Each nomination must have complete nominee information and a primary and secondary nominator, both of whom must be current students.

II. Letters of support must accompany the nomination form. No less than three (3) and not more than five (5) letters of support. Letters should include the nominee’s name and describe the nominee’s contribution(s) to and impact at Queen’s University.

III. The nomination package will consist of completed nomination form and letters of support. The package will be submitted electronically directly by the primary nominator to the Office of the Rector.

IV. Upon receiving nomination packages, the Office of the Rector will confirm
acceptance of nomination. Rector (or Designates) will also request candidates submit their CV, a list of activities that they have been involved with at Queen’s University, along with a list of individuals who may comment on their performance in said activities. The ABTAC is not limited only to contacting those references provided by the candidates.

V. It is the jurisdiction of the ABTAC to determine which nominees get interviewed. Furthermore, it is the jurisdiction of the ABTAC to identify exemplary candidates and only consider those candidates for selection. Interviews will be held with all who have been identified as exemplary candidates as ranked by the ABTAC.

F. Agnes Benidickson Tricolour Award Committee Composition

I. The Rector (or Designates), serving as chair, is a non-voting member. The Chair only serves to facilitate conversation by being an impartial moderator.

II. The ABTAC shall represent a wide cross-section of the student body and therefore:
   (i) No more than one (1) Executive member of the Alma Mater Society may be appointed as a representative to the committee.
   (ii) No more than one (1) Executive member of the SGPS may be appointed as a representative to the committee.

III. The committee shall be composed of one appointee of the following representatives:
   (i)
   (ii) Arts and Science Undergraduate Society (ASUS)
   (iii) Commerce Society (ComSoc)
   (iv) Computing Students’ Association (COMPSA)
   (v) Concurrent Education Students’ Association (CESA)
   (vi) DAN School of Drama and Music
   (vii) Engineering Society (EngSoc)
   (viii) Health Sciences Society (HSS)
   (ix) Nursing Science Society (NSS)
   (x) Physical & Health Education & Kinesiology Students’ Association (PHEKSA)
   (xi) Queen’s Student Alumni Association (QSAA)
   (xii) Residence Society (ResSoc)

IV. 50% of the ABTAC must be in attendance for each nominee interview.

V. A representative may serve on the committee no more than twice.

G. Committee Mandate and Selection Process

I. All members of the ABTAC shall review all nomination packages prior to formal interviews and establish a thorough understanding of all relevant campus organizations and activities.

II. After reviewing the nomination packages for each nominee, the committee will conduct formal interviews of those who have been identified as exemplary candidates as ranked by the ABTAC. If necessary, the ABTAC may contact the
primary and/or secondary nominators to gather more information on the nominee after the interviews.

III. The ABTAC shall create standard interview questions during their first meeting prior to the interviews.

H. Interview Process
   I. At the beginning of the interview the ABTAC shall:
      (i) provide introductions,
      (ii) state that everyone interviewed will be asked the same core set of questions and that follow-up questions may differ between candidates.
   II. At the conclusion of the interview the chair shall provide the nominee an opportunity to:
      (i) ask any questions or offer comments,
      (ii) state when and how the applicant will be notified about the decision of the ABTAC,
      (iii) state that the nominee may direct any questions or concerns relating to the selection process to the Office of the Rector.
   III. Each member of the ABTAC shall complete a written evaluation of the applicant while the interview is taking place. These documents shall be kept confidential and stored with the Office of the Rector. Responding to questions from applicants shall be the responsibility of the Chair(s).
   IV. Evaluations on individual nominees may occur during the interview process, however no comparisons shall be made between nominees until all interviews have concluded
   V. Selection of the successful nominee(s) shall be made based on the interviews, their nomination packages, and submitted CV’s.
   IV. ABTAC members are asked to identify any conflicts of interest in reviewing nominations. Should a ABTAC member feel unable, for any reason, to speak to a nomination, the member will be asked to leave the room before the deliberations on that nomination begins. All members of ABTAC shall first be required to sign a ABTAC Agreement. The agreement can be found in Appendix A to these terms of reference.
   V. Decisions by the ABTAC are standing and may only be re-evaluated under extraordinary circumstances.

I. Reception and Award
   I. The Rector (or Designates) shall contact all nominees for Agnes Benidickson Tricolour Award to inform them of the decisions of the ABTAC.
   II. The Rector (or Designates) shall organize presentation of the award to all successful
recipients of the Agnes Benidickson Tricolour Award. The AMS and SGPS shall financially support the presentation per the terms of both Memorandums of Understanding.

III. Agnes Benidickson Tricolour Award recipients shall be awarded a plaque, emblematic of the high honor conferred upon them in admission to the Tricolour Society. The Rector and Chancellor shall present the plaque to all Tricolour Society members at their convocation.
Appendix A

Agnes Benidickson Tricolour Award Committee Agreement

In seeking to fulfill my duties as a member of Agnes Benidickson Tricolour Award Committee I agree to act in full compliance with the Agnes Benidickson Tricolour Award – Terms of Reference.

I understand that all information I access as a member of this committee, including, but not limited to, written and oral assessments of nominees, resumes, and nomination packages shall be treated as confidential.

I agree to disclose to my fellow members of the hiring committee any current or former relationship/significant association with any candidate(s) prior to the commencement of the interview. I agree not to share any such information with anyone other than fellow Selection Committee members unless agreed to by the committee.

Name: ______________________

Signed: _____________________

Date: ________________________