

## **TERMS OF REFERENCE FOR AN ENDOWED FUND**

### **NAME OF ENDOWED FUND**

# **DR. MURRAY BROWN PSYCHOLOGY STUDENT EXPERIENCE FUND**

### **INTRODUCTION**

This fund was generously created thanks to a generous bequest from Dr. Murray Brown, a graduate of the School of Psychology. Dr. Murray Brown was awarded his PhD in Child Psychology at the University of Ottawa in 1975. A native of Montreal, Dr. Brown practiced as a professional psychologist at the Royal Ottawa Hospital, at the Kenora Association for Community Living in Kenora, Ontario, and from 1989 as an institutional psychologist at the Saskatchewan federal penitentiary in Prince Albert. Following his retirement, Dr. Brown moved to Saskatoon, where he passed away in 2014. Dr. Brown was devoted to the study of psychology and to helping vulnerable individuals. His generous estate gift to the Department of Psychology at the University of Ottawa will ensure that future generations of students will excel in the study of psychology and apply their skills to assist individuals, organizations and communities across Canada and the world.

### **PURPOSE OF FUND**

Financially support student mobilization and engagement as well as educational activities designed to enhance the experience of undergraduate and graduate students of the School of Psychology at the Faculty of Social Sciences.

### **FUND DETAILS**

1. This Fund cannot be used for any purpose other than the one stated above.
2. The Fund can be used to support student educational initiatives on an annual basis such as, but not limited to:
  - Seminars, conferences and lectures organized at the School of Psychology (either by or for students) that primarily target psychology students
  - Student competitions
  - Student academic enrichment events
  - Student awards to recognize engagement at the School of Psychology (to be acknowledged as the Dr. Murray Brown Student Engagement Award)

### **MANAGEMENT OF THE FUND**

The management of the fund and the allocation of the monies will be under the responsibility of the Management Committee of the School of Psychology who will receive and review applications to the fund (applications can be submitted any member of the School of Psychology, including students, professors and personnel). The Management Committee is comprised of the following members:

1. Director of the School of Psychology
2. Assistant Director of the School of Psychology
3. Director, PhD Clinical Program, School of Psychology
4. Director, Undergraduate Programs, School of Psychology
5. Director, PhD Experimental Program, School of Psychology
6. Director, Center for Research and Psychological Services

7. One faculty member, member of the School Council, and elected by the School Council
8. One member of the administrative staff, member of the School Council, and elected by the School Council
9. One graduate student, member of the School Council, and elected by the School Council
10. One undergraduate student, member of the School Council, and elected by the School Council.

**Note:** Only six of the ten members listed above may be present for the committee to proceed. However, one of the members must be a student member designated by the presidents of the PSA and the GASP.

## **REPORTING**

Every year, the School of Psychology, in collaboration with the Development Office, will produce a report detailing the activities of the fund for the executor of the estate.

## **FINANCIAL ARRANGEMENTS**

1. All funds should be sent to the Development Office for credit to the appropriate accounts (endowment or expendable). All cheques should be made payable to the University of Ottawa.
2. The University of Ottawa may invest the capital in accordance with the approved University policies.
3. The portion of the income allocated for the purposes of the fund will be credited to an expendable account of the endowed fund at the Financial Aid and Awards Service, in accordance with Policy #111 *Endowment Funds*.
4. The financial year of the fund is from May 1 to April 30.
5. At the end of each University fiscal year, Financial Services will notify the Financial Aid and Awards Service, which will in turn notify the appropriate academic unit of the amount available for the purposes of the fund.

## **GENERAL**

If future circumstances make it impossible or impractical for the University of Ottawa to continue using the fund for the stated purposes, the University will endeavour to contact the estate executor to explore other purposes for the fund. If the University is unable to locate the estate executor or if the estate executor is deceased, the University may use the fund in the way it deems most beneficial for the institution, but must adhere as closely as possible to the spirit of the fund and to the donor's original intent.

## **ADMINISTRATIVE CONTACTS**

**Donor :** Estate of Dr. Murray Brown (File no. RsE 11303)  
c/o Mr. Alan Freeman (File no. RsE 20131280)

**School of Psychology :** Director  
3002H – 136 Jean-Jacques Lussier Street

**Development Office:** Director, Donor Relations and Gift Processing  
190 Laurier Avenue East

Recognition and Stewardship Officer  
190 Laurier Avenue East

**Financial Aid and Awards Service:** Director  
3156 – 55 Laurier Avenue East  
Email: [loansandawards@uOttawa.ca](mailto:loansandawards@uOttawa.ca)

**Financial Services:** Director, Research, Trust and Endowment  
W030A - 550 Cumberland St.

Last Update: 16/03/2021  
University of Ottawa  
Ottawa ON K1N 6N5

**APPROVED ON OCTOBER 5, 2015 BY THE VICE-PRESIDENT, EXTERNAL RELATIONS (A-52466).**

**MODIFICATIONS APPROVED ON MARCH 30, 2021 BY THE VICE-PRESIDENT, EXTERNAL RELATIONS (A-D6161632906).**