



<b>Terms of Reference</b>	<b>1.06</b>
<b>Committee: Awards and Bursary</b>	
<b>ISSUING AUTHORITY:</b>	<b>Community Foundation of Portage and District Inc.</b>
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<b>APPROVED: May 21 2013</b>	
<b>LAST REVIEWED: October 12, 2022</b>	
<b>NEXT REVIEW: October 2025</b>	

The Awards and Bursary Committee is a standing committee. Its purpose is to receive and review applications for bursaries held by CFPD as well as aid in the administration of similar awards for the Portage School Division. Experience with the local **education** system **and** post secondary education in Manitoba are assets when considering appropriate committee members.

#### Membership

- The Committee is to consist of a minimum of 3 board members plus 1-2 community volunteer members. The Executive Director may attend committee meetings as an ex-officio non-voting member.
- The Foundation Board formally appoints the chairperson and committee members. Committee members will be selected in consultation with the Chair, the Committee chair and the Executive Director.

#### Term of Office

- One-year term, reviewed annually by the nominating committee. Terms will be reviewed/renewed based on the individual's expertise, skill set & experience in this individual area. Turnover of committee member(s) is to occur in a fashion that maximizes corporate memory.
- Community volunteer members can serve a maximum of nine years.

#### Duties and Responsibilities

- To review the applications for awards and bursaries as soon as possible after the deadline for submission. The Committee shall have the mandate to make a final decision as to the choice of successful candidates and notify them accordingly. This authority is delegated to the Committee by the Board of Directors.
- To review issues identified from time to time, with individual awards and bursaries held by the Foundation, and make recommendations to the Board as to possible resolution.
- To aid the Portage School Division and CFPD in the development of new awards and bursaries.

- To review on a three-year cycle and develop/revise as needed, terms of reference and policies required to fulfil the Committee's mandate, and report the recommendations to the Board for decision/disposition.

### Reporting

- The Committee will report its decisions to the next regular Board meeting in June.
- Items that must be brought to the attention of the Foundation Board include:
  - a) Any matter of policy, or of a substantive nature, which may affect the rights and privileges of the Board as a whole.
  - ~~b) Decisions outside the committee's stated terms of reference.~~
  - c) Any matter that cannot be resolved by the **Awards and Bursary** Committee.

### Meetings

- Meetings shall be held a minimum of once per yearly cycle as soon as possible after the submission deadline for applications, and on an ad-hoc basis at the discretion of the chair.
- A quorum is considered to be the Committee chair plus two other members of the Committee, one of which is a community volunteer member.