Scholarship Committee
TERMS OF REFERENCE

Effective March 3, 2018

1. SCHOLARSHIP COMMITTEE COMPOSITION

1.1 A Director will act as Chair with no voting privilege

1.2 Board appoints five (5) to nine (9) members

2. ROLE OF THE CHAIR:

2.1 To work with the staff resource on matters

3. ROLE OF COMMITTEE MEMBERS:

3.1 To review applications submitted to the OHF.

4. ROLE OF OHF STAFF RESOURCE

4.1 To review the applications to verify that the applications are complete and qualify.

4.2 To prepare all applications to the Committee members.

4.3 To work with winners

5. GOALS, OBJECTIVES, AND INITATIVES

5.1 The 'goal' is the ultimate destination and answers the question – where do we want to be? The goal will remain constant.

Goal
To select the best candidates from all the eligible participants.

5.2 The 'objectives' will help us to achieve the goal and remain constant.

Objective	
Short term activities to help achieve goal	

5.3 The 'initiatives' are activities that, when complete, will meet the objectives and thus help to attain the goal. These activities will change month-to-month and year-to-year as we achieve or eliminate them.

Initiatives (what activities are we engaging in?)		
Annual activities (be specific)		

6. COMMITTEE MEETINGS AND AGENDAS

7. BUDGET PREPARATION

7.1 Budget considerations are based upon the number of meetings annually, the number of members assigned to the Committee as well as the initiatives of the Committee. The Staff Resource in consultation with the Committee Chair will be responsible for the development of an annual budget.

7.2 Budget is to be submitted to the Manager, Finance by January 31 for the year next following Operational Budget.