



Terms of Reference

SCHOLARSHIP & GRANT COMMITTEE

Standing Committee

Purpose

The Scholarship & Grant Committee (Committee) is responsible for establishing the recommended guidelines for scholarships and grants. The committee will review all scholarship and grant applications and recommend recipients to the Board of Directors.

The Committee is subject to the requirements of OCF's by-laws and policies.

Responsibilities

- Create and circulate the application for Scholarships and Grant applications (to be approved by the Board).
- Create scoring matrices for Scholarship and Grant applications (to be approved by the Board).
- Review all Scholarship and Grant applications, and score according to approved matrices.
- Present to the Board for approval recommended recipients of Scholarships and Grants .
- Chair to notify all candidates of the outcome on behalf of the Board.
- Create strategy for raising funds for the OCF funding programs.

Authority

The Scholarship & Grant Committee reviews applications and makes recommendations of scholarship recipients for Board of Directors approval.

Composition

The Committee consists of:

- A minimum of three and maximum of five members including the Committee Chair
- One (1) Board appointed Director (Chair)
- Three (3) individuals who have experience grading written work, or creating, reviewing, and adjudicating scholarship or funding applications
- Executive Director or interim (ex-officio)

Term

The committee's term will end annually upon conclusion of the AGM.

Meetings

The Committee will meet by videoconference as needed, with a minimum of one (1) meeting per calendar month. Meetings will be called by the Chair.

Meeting agendas will be set and sent at least four (4) days prior to the meeting. Minutes of the meeting will be kept and distributed to the committee members within two (2) days of the meeting.

Reporting

The Chair will provide a written report to the full Board of Directors on the work of the Committee at each Board of Directors meeting or within two (2) weeks of the Committee meeting if urgent.

Resources & Budget

As identified in the budget approved annually by the Board. Executive and staff support to be designated by the President and Executive Director.

Deliverables

1. Scholarship overview document and application.
2. Athlete Assistance Program overview document and application.
3. Strategy for raising funds for the OCF funding programs.
4. Provide recommendations to the Board for modifications, if any, to the Committee Terms of Reference for the following term.
5. Conduct the transition meeting with the incoming Executive Committee.

Review

The Committee's Terms of Reference will be reviewed and amended by the President and/or Board of Directors annually or as needed and approved by the Board of Directors.