

Awards Working Group

Purpose

To be stewards of scholarships and awards that uphold CCS's commitment to life long learning, and to recommend Companions to the Central Council.

Responsibilities

1. Review and determine awards schedules.
2. Advertise the Scholarship and Trust Funds and Companions of the Centre for award.
3. Develop and periodically review an appropriate application form for Scholarship and Trust Funds, and Companion of the Centre.
4. Prepare a budget for advertising and administration within the terms defined in the funds.
5. Remain current on the financial status of the funds.
6. Accept applications for the Scholarship and Trust Funds, review the applications and make decisions about Scholarship and Trust awards, report decision to Central Council for information (Note: a separate process exists for the application and award of Bursary funds to CCS students)
7. Notify recipients in writing and ensure they are provided with information about the history of the award.
8. Notify unsuccessful applicants in writing.
9. Ensure that staff properly process the awards and receipts.
10. Accept applications for the Companion of the Centre and recommend recipient(s) to Central Council for approval.
11. Minute the terms of reference of the Funds annually and prepare recommendations for any changes to the Annual Meeting.
12. Minute all meetings, while ensuring confidential material is filed appropriately.
13. Review the Working Group membership, its skills and experience, and those required to fulfill the mandate of the committee, and report to the Recruitment Working Group in preparation for the Annual Meeting and as needed.

Membership

- 2 Members
- 1 Student
- 1 Staff Member

The Working Group meets by telephone, so membership can be located throughout the country.

The Working Group shall name its own convener and the convener shall be a corresponding member of the Program Committee, reporting when necessary.

Skills among the membership

- interest in CCS

- appreciation of CCS's community
- careful decision makers

Accountability

- to Central Council through Program Committee providing a written report to Program Committee following meetings of the Working Group, and to Central Council when necessary
- to the Corporation annual meeting with a written annual report
- submit a copy of minutes to Administrative Assistant for official records.

Meetings

- two to three times a year by telephone
- time between meetings to review documentation

Terms of Appointment

2 year term, renewable twice

Supporting Policies:

Currently no policies

Add to file:

Criteria for scholarships and for Companion of the Centre.

Any protocols related to the invitation to potential Companions of the Centre.

Scholarship Application form.

Nomination forms for Companion of the Centre.

Possible Work to be Done:

Should there be policies:

- number of Companions in any year?
- paying of expenses of those becoming Companions to the Service of Celebration?