

Scholarship Committee

Frame of Reference



1. General Directive

The Scholarship Committee shall be charged with administering the Local 38, ATA Scholarship Fund in accordance with Local Association Policy and Guidelines as approved by the Council of School Representatives.

2. Membership

- 2.1 One Executive member appointed by Executive Committee.
- 2.2 Two senior high members elected by the Council of School Representatives; One member elected each year.
- 2.3 Four members at large elected by the Council of School Representatives. Two members elected each year.
- 2.4 The Chair will be elected annually from within the committee at the first meeting following of the school year.

3. Tenure

Members shall be expected to serve a two-year term.

4. Duties and Responsibilities

- 4.1 At the initial meeting of the new school year the committee shall review the Frame of Reference.
- 4.2 Publicize the scholarship application procedures.
- 4.3 Make available scholarship applications to Grade 12 students.
- 4.4 Establish a *Transcript Review* Sub-Committee consisting of up to three committee members.
- 4.5 Receive and approve recommendations from the Sub-Committee regarding successful scholarship recipients using established criteria.
- 4.6 Organize presentation of scholarships.
- 4.7 Present a list of scholarship recipients to Executive Committee for information.
- 4.8 Review and update application forms and procedures.
- 4.9 Review and update operational guidelines and selection criteria as required and recommend changes to CSR for approval.

5. Transcript Review Sub-Committee Duties

- 5.1 **Calculate applicant grade average as per established guidelines.**
- 5.2 Recommend scholarship recipients to the committee.

6. Chair's Duties

- 6.1 Report to Executive Committee and Council of School Representatives as required.
- 6.2 Act as liaison with scholarship applicants, office staff and Selection Sub-Committee to ensure the anonymity of applicant.
- 6.3 Attend scholarship appeal meeting with Table Officers in ex-officio, non-voting capacity.

7. Meetings

- 7.1 Meetings shall be called at the discretion of the Chair, President or Executive Committee.
- 7.2 Should a member miss two consecutive meetings within one school year without reasonable cause, a motion to declare the position open for election shall be placed on the agenda of the meeting following the second absence.

8. Quorum

The quorum for this committee shall be four members.

Ratified by CSR 1988 April 13.
Ratified with Amendments by CSR 1988 November 09.
Ratified with Amendments by CSR 1989 April 12.
Ratified with Amendments by CSR 1989 December 06.
Ratified with Amendments by CSR 1996 January 17.
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