

## **HISTORY SCHOLARSHIP SELECTION COMMITTEE TERMS OF REFERENCE**

In support of the Tay Valley History Scholarship established in 2017, Tay Valley Township deems it appropriate to establish a History Scholarship Selection Committee.

### **MANDATE**

The purpose of the Committee is to provide advice and recommendations to Council regarding the granting of the Scholarship. To fulfill its mandate it is anticipated the Committee will, among other things:

- Annually review and revise the information brochure, application form and marking scheme, as well as the letter to the scholarship recipient and other applicants.
- Annually, review applications and identify one student graduating from either the Perth and District Collegiate Institute or St. John Catholic High School who has been accepted, or is awaiting acceptance, into his/her first year of full-time studies in an apprenticeship, college or university program in any field of study, to be the recipient of the scholarship. Students taking a gap year are eligible to apply.
- Develop selection criteria for the scholarship.

### Selection Criteria

The successful applicant will demonstrate:

- a keen and ongoing interest in history (40 marks)
- an ability to think critically and communicate effectively (40 marks)
- a range of accomplishments and/or experiences, including community work, hobbies, sports, volunteer activities and/or work (20 marks).
- preference will be given to applicants pursuing studies in history or a related field
- The Committee may, in any particular year, recommend that the scholarship not be awarded should none of the applicants merit the scholarship.
- The Committee may, in any particular year, recommend that two scholarships be awarded if there are two exceptional applicants.
- Edit one of the scholarship recipient's essays for posting on the Township website.
- Arrange for publicity of the scholarship, including but not limited to the Township website, newsfeed, the Lanark Era and 88.1 FM.
- The scholarship includes both money and a copy of the legacy book *At Home in Tay Valley* inscribed for the recipient and presented by the Head of Council or designate at the recipient's graduation.

- Establish and maintain liaison with the guidance counsellors and/or other relevant staff at the Perth and District Collegiate Institute and St. John Catholic High School regarding the granting of the scholarship.
- Maintain liaison with the Perth and District Community Foundation, which manages the scholarship fund on behalf of the Township, regarding the distribution of monies for the scholarship.
- The scholarship shall be in the amount of \$1,600, indexed to inflation every five years (2030, 2035, 2040, etc.) and rounded off as determined by the Committee in consultation with the Foundation.
- Raise funds for the History Scholarship Fund when and as appropriate.

## **REPORTING RESPONSIBILITY**

The History Scholarship Selection Committee will communicate its findings and recommendations to the Committee of the Whole. Attendance and agenda topics will be coordinated through the Clerk or designate.

## **MEMBERSHIP**

The History Scholarship Selection Committee shall comprise of a minimum of three (3) members appointed at the beginning of each Council term by Council with representation from Tay Valley Township, Drummond/North Elmsley Township and the Town of Perth, where possible. Replacement members can be appointed, if needed, during the course of the term.

The Treasurer shall liaise with the Perth and District Community Foundation regarding the investment of funds.

## **MEETINGS**

The Committee shall meet twice a year at the call of the Chair or Clerk (or designate). Agendas will be posted on the Township website one week prior to the meeting. The Clerk or designate will serve as Recording Secretary. Meeting Minutes will be action-only and will record those members in attendance and any topics discussed. A quorum of members (majority) will be required for a meeting to take place. All meetings will be open to the public. Meetings will generally occur at the Municipal Office during normal working hours.

## **TERM**

The term of appointment shall be for the term of Council at the pleasure of Council and re-appointment is encouraged to facilitate continuity. It is anticipated that the Committee will be disbanded when the capital in the History Scholarship Fund is less than the value of the scholarship.