



CUPE Nova Scotia Awards Committee

Terms of Reference

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- PURPOSE:**
- i. To promote and encourage CUPE NS Scholarships and Awards to all affiliated locals.
 - ii. To ensure a fair and transparent application and selection process.
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- Composition:**
- i. Will consist of no more than five members as listed below.
 - ii. One member from each of the following committees; Human Rights, Education and Health and Safety Committee. Each of these committees will elect/select their member to sit on this working group.
 - iii. The CUPE Nova Scotia Vice President and one other Executive Board member.
 - iv. The CUPE Nova Scotia Vice President will serve as chair of the committee.
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- Responsibilities:**
- i. Each year review the current application process for possible updates and forward any changes to the Executive Board for approval.
 - ii. Provide the current applications to the Communications Editor for posting on the CUPE NS Website and to the Recording Secretary for mail out to affiliated locals.
 - iii. Completed applications will be received by the Regional Office who will date stamp them and then email them to the Chair.
 - iv. A blind selection process will be followed for the awarding of all scholarships and awards as approved by the CUPE NS Executive Board.
 - iv. The Chair is responsible to maintain accurate files of all applications received, coordinate the selection process and coordinate the presentation of the scholarships and awards.
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- Accountability:**
- i. The committee is accountable to the CUPE Nova Scotia Executive Board and shall provide a written status report of all applications received and recipients.
 - ii. The committee is to carry out its duties in a financially responsible manner. Majority of which will be done by teleconference whenever possible.

APPROVED BY CUPE NS EXECUTIVE

July 16, 2017