



BURSARY COMMITTEE –TERMS OF REFERENCE- MAY 2022

1. The Bursary Committee shall be comprised of not less than three trustees, a representative of the Holland Bloorview Kids Rehabilitation Hospital foundation and/or a past recipient. Quorum shall consist of a majority of the members Committee. The trustee members of the Committee are appointed by the Chair of the Board annually. Any Member may be removed or replaced at any time by the Board.
2. The Committee meets at least twice annually. Additional meetings may be held at the discretion of the Chair or at the request of the Board, its chair or a Member. The Committee may request Bloorview School employees or any other individual to attend a Committee meeting.
3. The Committee will report to the Board on all proceedings, deliberations, decisions and recommendations of the Committee at the first subsequent Board meeting and at the other time(s) and in the manner the Board requires or, failing Board direction, in the manner the Committee considers advisable.
4. The Committee's mandate is to be responsible for the selection process for Board approved bursaries and for the selection of suitable recipients of the bursaries.
5. In fulfilling this mandate, the Committee shall:
 - a) Annually review the bursary application forms and revise as necessary.
 - b) Annually review the application analysis chart and revise as necessary.
 - c) Review all applications which have been verified as accurate and complete by staff.
 - d) Make recommendations to the Board of suitable candidates to be approved as recipients of bursaries.
 - e) Make recommendations to the Board regarding any actions requiring Board approval with respect to financing the bursaries.

6. The Chair's role is to ensure that the Committee fulfills its mandates, meets its obligations and responsibilities, and functions properly. Specifically, the Chair shall:
 - a) Chair meetings of the Committee;
 - b) In consultation with the Board's chair, the Board, Members and Bloorview's Supervisory Officer, set agendas for meetings of the Committee;
 - c) Assign work to Members;
 - d) Collaborate with the Board's chair, the Board and Bloorview's Supervisory Officer so that agenda items for all Committee meetings are ready for presentation and that adequate information is distributed to Members in advance of such meetings with reasonable time for prior review;
 - e) Act as a liaison and maintain communications with the Board's chair and the Board to optimize and coordinate input from the Trustees and optimize the effectiveness of the Committee;
 - f) Provide leadership to the Committee in fulfilling its mandate and,
 - g) On an interim and emergency basis, as may be required, have authority to make any decision which is within the mandates and responsibilities of the Committee, provided that the Chair advises the other Members immediately after this power is used e.g. make a unilateral drafting change to a governance policy submitted to the Board for its consideration, where the other Members are unavailable for consultation and the time to submit the revised policy has essentially expired.