



## Health Care Scholarship Committee Terms of Reference

### 1. Role of the Committee:

1.1 The roles of the Committee include, but are not limited to:

- a. Facilitating the distribution of grants to medical students;
- b. Implementing Board initiatives to recruit and retain health care professionals in the Peace River Region;
- c. Adjudicate RN/RPN health care scholarship applications, and other scholarships as necessary;
- d. Making health care related recommendations to the Board, including the expansion or reduction of scholarship program(s), as necessary;
- e. Managing the scholarship budget, as approved by the Board, to disperse funds to participants of various health care education programs.

### 2. Structure of the Health Care Scholarship Committee:

2.1 Members: The HCSC will consist of four (4) Board members, appointed by the Board, representing each area:

- a. A representative of a municipality in the South Peace;
- b. A representative of a municipality in the North Peace;
- c. An Electoral Area Director from the South Peace (Area D or E);
- d. An Electoral Area Director from the North Peace (Area B or C);
- e. The meetings will be chaired by a Committee member elected by the Committee participants on an annual basis at the first meeting of the calendar year;
- f. A Vice-Chair will be elected by the Committee participants, from current Committee members, on an annual basis;
- g. In the absence of the Chair, the Vice-Chair will chair the meetings;
- h. The Chair and/or Vice-Chair will be eligible to vote at all meetings;
- i. Appropriate Regional District staff person(s) – non-voting.

### 3. Meetings:

3.1 The Committee shall meet annually in January, April, July and October as follows:

- a. January: to review program statistics and discuss budget.
- b. October: to adjudicate the RN/RPN scholarship awards.
- c. April/July: additional meetings that are to be held regularly until such a time that the Committee is satisfied with the performance of the scholarship programs.

3.2 The Committee shall meet on an as needed basis and Additional meetings may be requested by or through the Chief Administrative Officer by any member of the Committee.

3.3 Meetings will be open to the public, unless authorized to be closed as per Section 90 of the *Community Charter*.

- 3.4 Items for the regular agenda must be provided to Administration one (1) week prior to the scheduled meeting.
- 3.5 The PRRD Board will receive Committee meeting Minutes via the Board Agenda Consent Calendar.

**4. Committee Organization**

- 4.1 Quorum – at least 3 out of 4 members of the Committee.
- 4.2 Voting – all options and recommendations shall be determined by majority vote, with recommendations and options being forwarded to the Regional Board for consideration and action.
- 4.3 Tie votes will be defeated.
- 4.4 Any procedure not covered here will follow the PRRD Board Procedure Bylaw.

Date Committee Established		Board Resolution #	
Date TOR Approved by Board	June 14, 2018	Board Resolution #	RD/18/06/23
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	