



Heath Care Scholarship Committee TERMS OF REFERENCE

ROLE OF THE COMMITTEE

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

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

STRUCTURE OF THE HEALTH CARE SCHOLARSHIP COMMITTEE

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.
2. **Meetings:**
 - a) The Committee shall meet on an as needed basis and meetings can be requested by or through the Chief Administrative Officer by any member of the Committee;
 - b) Meetings will be open to the public, unless authorized to be closed as per Section 90 of the *Community Charter*;
 - c) Items for the regular agenda must be provided to Administration one (1) week prior to the scheduled meeting;
 - d) The PRRD Board will receive Committee meeting Minutes via the Board Consent Calendar.
3. **Procedures:**
 - a) Quorum – at least 3 out of 4 of the members of the Committee;
 - b) 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.
 - c) Tie votes will be defeated.
 - d) Any procedure not covered here will follow the PRRD Board Procedure Bylaw.