

Sub- Committee Terms of Reference

Sub- Committee Name: Wilma Barden Grant sub-committee

Chair: Member elected by the HBOC Management Committee

Responsible to: HBOC Management Committee

Purpose: Assess applications submitted for the Wilma Barden Grant.

Authority: Reports to the HBOC Management Committee

Timeframes, Reporting and Deadlines:

- The sub-committee will ensure a recommendation is made within 6 weeks to enable the applicant to be notified
- The sub-committee will provide a written recommendation to the HBOC Committee.
- All positions on the sub-committee will be deemed vacant after the AGM each year. (ie. March)
- The sub-committee convenor will ask for expressions of interest to remain on the sub-committee and the names of the proposed members tabled at the March Management meeting for endorsement
- The sub- committee will be reappointed annually by the HBOC Management Committee, and the Terms of Reference will be reviewed at this time.

Composition:

- Consists of at least (3) HBOC members
- The HBOC President or delegate is an ex-officio member.

Specific Areas of Responsibility:

1. Assess all applications against the criteria set out in the WBG Principles document.
2. Engage the assistance of other experts if required.
3. Agreement of a majority of sub-committee members is required.
4. Make a recommendation to the HBOC Management Committee within 6 weeks of receiving the application.

Other Resources:

Nil