



## **CIP-PSTF Scholarship Jury**

### **Terms of Reference**

#### **Authority**

The CIP-PSTF Scholarship Jury is a jury of the CIP/ICU Planning Student Trust Fund (CIP-PSTF), authorized by the Board of Directors.

#### **Mandate**

The jury shall review and evaluate all eligible submissions in accordance with the criteria established by the Board of Directors.

The jury is responsible for recommending to the Board the recipients of each of the following annual scholarships:

- CIP President's Scholarship
- Dillon Consulting Limited Scholarship
- Thomas Adams Scholarship
- Glenn Tunnock Climate Change Action Scholarship

As well as any additional scholarships assigned.

#### **Composition**

The CIP-PSTF Scholarship Jury will consist of a minimum of five CIP members (MCIP, Candidate, Pre-Candidate, Retired).

CIP-PSTF Scholarship jurors are also eligible to serve on the CIP-PSTF Bursary Jury. CIP-PSTF Directors may not serve on juries.

CIP-PSTF will strive to populate the jury with individuals from a variety of professional backgrounds (academia, public and private sectors), geographic location, gender identity, and language skills (English and French).

CIP-PSTF celebrates and promotes diversity, equality, and inclusion by offering equal volunteer opportunities to all qualified individuals without regard to race, colour, ethnicity, religion, gender, age, national origin, disability, sexual orientation, or appearance. CIP-PSTF believes that having volunteers who reflect the diversity of the Canadian population makes us stronger.

#### **Appointment**

CIP's CEO will be responsible for the appointment of members to the CIP-PSTF Scholarship Jury from a pool of applicants pursuant to an open call for volunteers.

Applications shall be submitted via an online form, which will include the candidate's interests and skills. Upon receipt of the applications, CIP's CEO or designate shall review them and shall appoint members to the CIP-PSTF Scholarship Jury.

### **Terms**

Jurors shall serve two years from the date of their appointment. Jury terms are eligible for renewal twice, up to a maximum of six years.

### **Jury Co-Chairs**

The Jury Co-Chairs shall be CIP members in good standing, and shall serve as Jury Co-Chairs for both the CIP-PSTF Scholarship Jury and the CIP-PSTF Bursary Jury. The co-chairs will be selected by jurors following a call for volunteers for the role, and will serve for a two-year term, renewable twice, for a total of six years.

The Jury Co-Chairs will preside over meetings and assist with questions about the process. The co-chairs may request a vote where a decision cannot be achieved by consensus and in the event of a tie vote, the co-chairs of the jury shall cast the deciding votes. In the event of a continuing tie, CIP's CEO and/or CIP-PSTF's President will make the final decision.

### **Quorum**

A majority of the jury members shall constitute a quorum.

### **Time Commitment**

While a kick-off orientation session will be scheduled in November or December, the bulk of the jury's work takes place in February and March, after the application deadline (usually mid-February).

The number of hours of work will be dependant each year on the number of eligible applications received.

### **Responsibilities**

CIP-PSTF Scholarship Jury members are expected to:

1. Understand the eligibility and evaluation criteria of each scholarship.
2. Attend scheduled videoconference meetings – two to three per jury cycle
3. Review and score assigned applications through online evaluation software (Submittable)
4. Review all relevant documents assigned and uploaded to the CIP-PSTF Scholarship Jury Basecamp project
5. Make recommendations to the CIP-PSTF Board of Directors for scholarship recipients and program amendments
6. Direct any inquiries regarding the jury's decisions to the Jury Co-Chairs
7. Provide feedback on the scholarship application and review process

The submissions shall be scored to determine the successful recipient of each scholarship. Where there is a score of equal value, the successful recipient shall be determined by a consensus decision of the members of the jury.

The jury will prepare a report to notify the CIP-PSTF Board of Directors of their selection of the recommended scholarship recipients. The CIP-PSTF Board will provide final approval of the recipients

through a resolution of the Board at a Board meeting. Should the timing of Board meetings not allow for an expedient approval process, the Executive Committee will have the authority to make the approval on the Board's behalf.

**Conflict of Interest**

Jurors must avoid or disclose all conflicts of interest, or what could be perceived as a conflict of interest. The Officer, Honours and Awards must be notified of a juror's conflict in scoring an individual applicant. Jurors are expected to comply with the CIP-PSTF volunteer Conflict of Interest and Code of Conduct policies.