



STANDING COMMITTEE MANDATES

2025-08-07

Scholarships Program Committee

- Responsible for management of the BCF Scholarships Program.
- Ensures that the scholarships are widely promoted and works with the Communications Committee in the completion of all communications and promotional material.
- Recommends the recipient selection criteria for Board approval.
- Recruits and recommends the external reviewers for Board approval.
- Ensures that all enquiries with regard to the scholarships are responded to in a timely manner.
- Receives all scholarship applications, reviews for eligibility, completion and receipt of all information, and provides to external reviewers for recipient selection.
- Ensures that biographies and photos suitable for publication are received from all applicants.
- Notifies scholarship recipients of their selection in a timely manner and provides them with all information necessary for their participation in the scholarships presentation ceremony.
- Provides the Webmaster with the recipients' bios and photos in a timely manner.
- Works with the Treasurer to provide all scholarship grant cheques to the relative universities and colleges.
- Works with the Treasurer to provide each scholarship recipient with a T4A as required by the CRA.
- Ensures the confidentiality of all personal information received from the applicants.
- Retains scholarship recipients' contact information to facilitate follow-up.
- Liaises with scholarship sponsors.
- Establishes and maintains the BCF Scholarships Program Alumni.



Communications Committee

- Responsible for the development and execution of all communications strategies.
- Manages all printed publications, such as brochures, flyers, and newsletters.
- Responsible for press releases, social media presence and marketing materials.
- Manages the website directly or oversees someone who does.



Fundraising Committee

- Develops and executes BCF's fundraising strategy and activities.
- Coordinates events such as galas, silent auctions, raffles, and other events with the main goal of raising money for the organization.
- Solicits corporate sponsors and donors, as well as sponsors for scholarships.
- Works with the Communications Committee in developing sponsorship and promotional materials for fundraising events.

