Scholarship Committee Charter

Role of the Committee

The Scholarship Committee ("Committee") manages the process for CLFP scholarships, reviews CLFP scholarship applications, and selects CLFP scholarship recipients through a majority vote, based on predefined criteria. The Committee ensures a fair and transparent selection process.

Membership

The Committee will include at least one CLFP Foundation Board member, who is likely (but not required) to serve as the Chairperson. Other CLFP Foundation Board members are encouraged to participate in the Committee. The size and composition of the Committee may vary, but it should consist of at least three members. Additionally, the number of members must always be odd (e.g., 3, 5, 7, etc.).

Chairperson

The Chairperson will be appointed by the Board of Directors for a one-year term, with the possibility of renewal. A Co-Chair or Vice Chair may be designated to step in if the Chairperson is unavailable.

Activities, Duties, and Responsibilities

Highlights of the Committee include:

- Create and manage the scholarship application form and process.
- Review and assess CLFP scholarship applications.
- Ensure the selection process is unbiased and equitable.
- Ensure all applicant information is kept confidential.
- Make recommendations for CLFP scholarship awards through a majority vote.
- Provide a summary report of the selection process and outcome to CLFP Board of Directors.
- Members must disclose any potential conflicts of interest and recuse themselves from reviewing applications where a conflict exists.
- If a member is unavailable for an extended period of time, that member shall recuse themselves from reviewing applications during such time.

Delegation of Authority

None at this time.

Standard Committee Procedures/Schedule

The Committee will review applications electronically as they are received and make decisions promptly via electronic means (i.e. email). Meetings will be scheduled on an ad hoc basis, as needed. Meeting minutes will be taken during any meeting.

Formalities

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