



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

Mandate and Terms of Reference of the Board Award of Merit Committee

Mandate

The Board Award of Merit Committee shall review the nominations for the Board Award of Merit and recommend a recipient to the Board in accordance with Board Policy and its attendant Administrative Procedure.

Committee Membership

No less than three (3) Trustees as prescribed by the General Working By-Law of the Board.

Meeting Dates, Time and Location

Meetings will be held at the Catholic Education Centre, 650 Rossland Road West in Oshawa at 7:00 p.m. on a date as soon as possible after March 31 of each year in accordance with Administrative Procedure 209-1.

Resource Person

Director of Education or designate.

Terms of Reference

1. The Chair and Vice Chair shall be elected at its first meeting following the annual meeting of the Board of Trustees, for a one year term.
2. Meetings will be held *in camera*, in accordance with the Board's approved General Working By-Law.
3. The Committee will review all nominations and recommend a recipient for the Annual Board Award of Merit to Board in accordance with Board Policy and the attendant Administrative Procedure.
4. A copy of the minutes of all meetings will be included in the appropriate session of the Board agenda.

5. Agendas, minutes and supporting documentation related to the Board Award of Merit Committee will be kept with the Director of Education or designate.
6. The Committee will operate according to a model of democratic and accountable governance that integrates and embodies Catholic values and traditions.

Effective June 30, 2021