

## BCLA Fund Distribution Committee:

### TERMS OF REFERENCE

#### 1. Purpose

The purpose for this committee is manage the distribution of collected monies, as directed by the BCLA Board, to the areas supported by BCLA. The intent is to give one per region for each category each year, based on available funds.

The monies are allocated annually, within the fiscal year. Left over funds will be rolled over to the next fiscal year.

The committee will recruit applicants based on predetermined criteria and review the applications to select candidates to receive each of the awards. Approval of the selected candidates will be obtained by the BCLA Board.

#### 2. Membership

- **Chair:** Jutta Owens
- **Members:** Willa Condy Seymour, Sandi McConnach, Beth Sukha-Barker

#### 3. Meetings

- **Frequency:** Monthly or at the call of the Chair.
- **Quorum:** Attendance by two or more members of the Committee constitutes a quorum.
- **Decision Making:** Consensus (agreement of most of the participants with minority objections as a result of discussion). Voting will be a majority of three members in agreement,

#### 4. Minutes

- **Recording:** The findings and decisions of the committee will be documented in regular minutes shared with the BCLA Board. The minutes are recorded by the Chair or a delegate.
- **Distribution:** Minutes are circulated to Committee members and the BCLA Board Executive.

#### 5. Reporting/Relationship

- **Reporting:** Reporting to the BCLA Board will be monthly with an annual report provided for the AGM.
- **Relationship:** The Committee reports to the BCLA Board on matters relating to its purpose and responsibility; Items are brought to the attention of the Committee by the Chair.