



Centennial
BERMUDA FOUNDATION

Centennial Bermuda Foundation values diverse perspectives and varied backgrounds. We are committed to ensuring our Board, Staff, Review Committees, and our Scholarship Committee reflect the diversity of our community. To that end, we are actively embedding diversity and inclusion initiatives into our selection process for anyone wishing to be part of Centennial.

We are looking for individuals who represent a broad cross section of our community, whether it be through age, race, ethnicity, gender, sexual orientation, physical ability or varying socio-economic backgrounds. We know that diverse perspectives will serve to enrich our decision making in support of our whole community.

Ideal Skills & Considerations for the Scholarship Committee are noted below.

- **Preference will be given to** former scholarship recipients of Centennial (formerly Bank of Bermuda Foundation) within the last fifteen years and must have graduated from their post-secondary education. We require a minimum of two committee seats be reserved for former scholarship recipients.
- Have a history of community involvement.
- Demonstrate passion for the community.
- Demonstrate leadership.
- Sound and thoughtful judgment.
- Clear communication skills.
- Strategic thinking leading to thoughtful decision making.
- Have a broad understanding of the scholarship application process.
- Understand the requirements for a student to be successful at university or college.
- Have experience as a mentor, preferred but not required.
- The applicant would preferably have a good working knowledge of excel spreadsheets. The committee overall will have at least one member with financial analytical skills to support its work.
- Be able to commit the time to be an engaged and supportive member of the committee from the period April 15th through July 15th, attend fall preparation meetings and be available on an ad hoc basis when meetings are required.
- Read applications and attend interviews during May and June.
- Ideally, members will have spent time during the course of their careers conducting evaluation or assessments; or interpreting information & data; scoring or measuring results.
- Preferably, members should not have any interest that would conflict with or be deemed to conflict with the work of Centennial. Members will also comply with all policies of the Foundation including, but not limited to, the Confidentiality policy and Personal Information and Protection Act (PIPA) policy.
- Diversity is an important consideration in Centennial's selection process: diversity of age, gender, race, socio-economic background, sexual orientation, physical ability, and ethnicity.

TERMS OF REFERENCE FOR SCHOLARSHIP COMMITTEE MEMBERS

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The terms of reference stated herein outlines the roles and responsibilities of Scholarship Committee Members. It provides the framework upon which Committee Members undertake their responsibilities and establishes Centennial's expectations of Committee Members.

TERM LIMITS:

In keeping with our Nominations and Governance process, Centennial has established term limits for each Scholarship Committee Member. These are set out below:

1. New Scholarship Committee Members joining in or after 2019 are asked to commit to a four-year term limit effective the date of joining the scholarship committee.
2. Existing Scholarship Committee members joining prior to 2019 may extend their tenure for a four-year term limit on a staggered basis, dates of which will be provided by Committee Chair.
3. All Scholarship Committee Members may be asked to extend their term for a second four-year term provided Scholarship Committee Members have met and adhered to the Terms of References as stated herein. Scholarship Committee appointments are subject to the annual approval of the Board.

SCHOLARSHIP RECOMMENDATIONS:

The main objective of the Scholarship Committee Member is to provide expertise in support of the scholarship selection process. It is expected that Scholarship Committee Members will draw upon their educational and work experiences, together with understanding of financial needs of the community. In order to effectively provide input and expertise, Centennial asks that all Scholarship Committee Members commit to the following:

1. Spend time understanding the scholarship offerings of Centennial and criteria for eligibility.
2. Have a general understanding of the Bermuda Scholarships application process.
3. Learn and understand the short-listing process for applicants.
4. Attend a minimum of 2 Scholarship Committee meetings on an annual basis*.
5. Know how to assess and score scholarship applications (we evaluate approximately 300 applications annually, and then shortlist approximately 75 for interviews). This requires extensive reading of multiple applications to shortlist candidates.
6. Actively participate in the interview process of applicants. There are typically 6 days of interviews and Committee Members must commit to at least 2 days.
7. Participate in the final selection process.
8. Provide feedback for improving any process points.

*Attendance at meetings is essential to the scholarship selection process. Meeting dates will be coordinated to ensure maximum attendance.

CONFLICTS OF INTEREST FOR SCHOLARSHIP COMMITTEE MEMBERS:

In a small community it is common for scholarship members to be closely associated with individuals in the community. If a member is related to, close friends with, or associated with any scholarship applicant or their parents, that member should refrain from participating in reviewing that application. Where conflicts exist, conflicted members cannot score or provide comments that would influence other committee members in their process of deliberations.

Potential and actual conflicts of interest should be disclosed to the other participants at the first available opportunity and normally prior to the commencement of deliberations that the Foundation is engaged in whether in the course of a meeting, informal discussion, or email exchange. On occasion a conflict of interest becomes apparent after deliberations have taken place. Should this occur, you should promptly disclose the conflict to the participants.

If a conflict of interest exists, the following steps must be taken by the Scholarship Committee member:

1. The member has an obligation to declare the conflict prior to any discussion ensuing, regarding their specific application.
2. At no time will Scholarship Committee members be allowed to participate in any discussions about applicants where they have a known and declared interest.
3. The member must refrain from influencing the process in any way, to avoid creating an unfair advantage; this includes providing insight and feedback about the applicant. The application must speak for itself without a voice at the table.
4. The member once brought back to the meeting, must refrain from making comment on the recommendations of the remaining Scholarship Committee Members.

The Chair of the Scholarship Committee reserves the right to ask the conflicted member to step out at any time of the meeting.