



TORONTO COMMERCIAL REAL STATE WOMEN

Scholarship Committee Mandate

1. Role and Responsibilities

The Scholarship Committee (the "Committee") is responsible for soliciting and awarding the Toronto CREW annual scholarship awards. These awards are given to young women to encourage them to choose real estate specialties in university programs throughout Ontario for the goal of attracting women into the commercial real estate industry.

2. Reporting

The Committee will report to the Past Presidents Advisory Council (the "Council") which will report to the Board of Directors (the "Board") of the Toronto Commercial Real Estate Women (the "Corporation"). The Board and Council liaison will be the Past President. A monthly written update is to be provided for Council and Board review and quarterly updates provided at the leadership meetings.

3. Composition of Committee

The Committee shall be comprised of a Chair or two co-Chairs and a Vice Chair or two co- Vice Chairs. The Chair(s)/Vice Chair(s) should actively encourage and recruit new Committee members. There is no limit on the number of Committee members. A larger Committee is beneficial so that Sub-Committees can help coordinate and plan the event. Continuity and new ideas are equally important.

4. Logistics/Communication

- Create and keep the Committee team organized and focused.
- Set meeting dates, agendas, and update Committee as required.
- Distribute meeting agendas/minutes of meetings to Committee.
- Coordinate updates/newsflashes for the Toronto CREW weekly emails and website.
- All material to be submitted in final draft format per applicable timelines.
- Report to the Board on Committee activities/updates as required.
- Determine activities and create "To do" lists as required.

5. Mandate

The Chair(s)/Vice Chair(s) should read and be familiar with the [CREW Network Playbooks](#).



The Committee will:

- Maintain and revise application forms specific to approved university programs and scholarship requirements as necessary.
- Manage alumni/university relationships.
- Post applications on the website and circulate among participating universities.
- Update evaluation matrix as required and use the matrix to select scholarship recipients.
- Present recommendations to the Council for their approval.
- Board Liaison will then present recommendations to the Board for final approval.
- Coordinate publicity and sponsor/recipient recognition with the Marketing and Communications Committee.
- Promote winners for possible summer positions with member companies that hire summer students.
- Assist in the development of Real Estate Specialty Degrees.
- Maintain database of male-female program ratios, scholarship recipients and successes.
- Award annual scholarships.
- Coordinate invitation for scholarship winners to the Year-End Celebration.

Creation and maintenance of budget

- Establish the expense budget.
- Obtain budget approval from the Board.
- Monitor and maintain the budget.
- Approve all invoices, request payment through Toronto CREW Liaise with other Committees.
- Marketing and Communications Committee – communications with Universities and scholarship applicants. All material to be submitted in final draft format per applicable timelines.
- Toronto CREW Administrator – payment of scholarships.

6. Authority Level

The Committee has authority to make recommendations to the Council for changes to the program and to recommend scholarship recipients and amounts. Once approved by Council the Board Liaison will present to the Board for final approval.