

Mandate of the Committee

The Scholarship Selection Committee works in collaboration with the CPHR Alberta Stakeholder Engagement team to support and strengthening CPHR Alberta's student engagement initiatives by:

- Attending a virtual training/orientation session.
- Reviewing all application packages for the Eldon Emerson Scholarship and the CPHR Alberta Diploma Scholarship.
- Grading scholarship applicants using a rating matrix designed by CPHR Alberta.
- Recommending the applicant(s) who should be awarded the scholarship.

Based on the outcome of the committee's review, the selected recipient will be notified by CPHR Alberta via letter.

Reporting Relationship

The Scholarship Selection Committee maintains regular communication with the Post-Secondary Coordinator through scheduled conference calls, virtual meetings, email, and phone calls as needed. The coordinator acts as the primary staff liaison by attending committee meetings and ensures that other members of the Stakeholder Engagement team are kept informed of the committees progress, activities, and initiatives.

CPHR Alberta Staff Responsibilities

- Create and update the Terms of Reference for the committee.
- Recruit, select, and interview interested applicants.
- Appoint volunteers to the committee.
- Act as the liaison between the committee and CPHR Alberta to ensure that the mandate of the committee is met and share successes with the committee and CPHR Alberta team.
- Communicate with the award winner and runner-up.
- Ensure that all deliverables are met for the Eldon Emerson Scholarship and the CPHR Alberta Diploma Scholarship initiatives.

Responsibilities

Committee members are expected to:

- Attend the orientation/training session.
- Review all application packages for the Eldon Emerson Scholarship and the CPHR Alberta Diploma Scholarship.
- Score each scholarship application package using a grading matrix designed by CPHR Alberta.
- Compile and tally all scores and submit the recommended award winner and runner-up to CPHR Alberta.
- Maintain anonymity throughout the selection process.
- Complete committee work independently.
- Provide a recommendation to the Post-Secondary Coordinator for approval.
- Provide feedback and recommendations that align with CPHR Alberta's mission and strategic priorities.

Membership Qualifications

- Be a CPHR Alberta member in good standing.
- Be CPHR designated and take pride in your CPHR designation and in building our HR community.
- Maintain anonymity throughout the selection process.
- Have not taken, and will not take, any involvement in CPHR Alberta student-related events until a recommendation on the scholarship recipient has been made and accepted by CPHR Alberta.

Time Commitment

Meet as needed via conference call over the noon hour between November and January. Additional time will be involved during the evaluation process (December)

CPD Log Credit: Up to 20 points per year towards continuing professional development.

