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NIKKEI CULTURAL SOCIETY
OF LETHBRIDGE AND AREA

Education Committee – Terms of Reference

I. Name and Type of Committee

- **Education Committee** is a standing committee of the Nikkei Cultural Society of Lethbridge and Area (NCS).
- The committee reports to the NCS Board of Directors.

II. General Purpose

- The committee organizes educational activities to further the interests and awareness of Japanese culture in the community. It manages scholarships and awards for community members who wish to expand their knowledge of Japanese culture.

III. Key Responsibilities and Duties

- Presents scholarships and awards and manages candidates
- Initiates new activities and runs activities
- Brings events/programs forward to Board of Directors for approval
- Ensures events/programs have and maintain an approved budget
- Collaborates with Communications Committee to promote events
- Shares successes and reflections in written format to the Board

IV. Composition and Appointments

- Shall consist of a chairperson and a minimum of two members in good standing, of which one must be an NCS director
- Appointment of the Chairperson shall be for a minimum of one year

V. Meetings

- Meetings will occur as frequently as required to conduct the key responsibilities and duties
- Shall be a minimum of two meetings per year including in-person and/or electronic

VI. Resources

- Any requests for expenses must be submitted in writing and pre-approved by the Board

VII. Reports

- The Education Chairperson or designate shall provide a report of significant Committee activities to the Board during regular Board meetings
- An annual written report will be presented at the AGM
- See Key Responsibilities and Duties above.

VIII. Review and Evaluation

- Committee Terms of Reference to be reviewed annually and revisions to submitted to the Board of Directors for approval
- Review and Evaluation to be completed within 3 months of the AGM

_____ President's Signature

_____ Date