

Charter of the Selection Committee

Purpose

The purpose of this charter (the “**Charter**”) is to describe the principal duties and responsibilities of the selection committee (the “**Committee**”) of the board of directors (the “**Board**”) of the Canadian Mineral Industry Education Foundation (“**CMIEF**”). The Committee is appointed by the Board to assist the Board in fulfilling its duties and responsibilities to ensure that recipients are chosen in accordance with CMIEF’s established criteria and values.

The Committee’s primary duties and responsibilities are:

- assessing and reviewing the scholarship application process;
- evaluating applications and making recommendations for the allocation of scholarships and awards; and
- ensuring that proper processes, policies and procedures are in place to maintain the confidentiality of all the personal information provided by applicants and recipients.

Composition

The Committee shall be comprised of a minimum of four (4) individuals as determined by the Board from time to time. Unless a chair is elected by the Board, the members of the Committee shall designate from amongst themselves by majority vote of the full Committee a member who shall serve as chair (the “**Chair**”).

Role and Responsibilities of the Committee

The Committee shall be responsible for:

- a) conducting thorough assessments and reviews of the scholarship application process;
- b) making recommendations to the Board regarding amendments and improvements of the application and selection process;
- c) recommending annually any necessary adjustments to the criteria used in the selection of scholarship recipients;
- d) reviewing and evaluating all applications received;
- e) selecting the successful applicants for recommendation to the Board;
- f) reporting to the Board the results of the annual selection process; and
- g) recommending annually to the Board the Chair of the committee from its members.



Chair of the Committee

The Chair of the committee is responsible for overseeing the Committee and its responsibilities. The Chair's duties and responsibilities include:

- a) providing leadership to the Committee to enhance the Committee's effectiveness;
- b) chairing all meetings of the Committee in a manner that promotes meaningful discussion;
- c) ensuring that the agenda for each upcoming Committee meeting is circulated to each member in advance of such meeting to allow for sufficient time for each member to prepare for the meeting;
- d) ensuring there is proper flow of information and take steps necessary to ensure that the resources available to the Committee are adequate to support its work and to resolve issues in a timely manner; and
- e) conducting the affairs of the Committee in accordance with the authority delegated by the Board.

Meetings

The Committee shall meet at a minimum once a year to fulfill its duties and responsibilities in coordination with the Annual General Meeting of the Board.

Dated: September 19, 2024

Approved by: Board of Directors