

**NAMGIS  
POST-SECONDARY COMMITTEE  
TERMS OF REFERENC**

**PURPOSE:**

The post-secondary committee shall review, prioritize, and approve all student applications for financial assistance in accordance with post-secondary policy.

**Committee Members:**

1 School Board member, 2 Community members, Namgis Comptroller, post-secondary clerk, post-secondary administrator, School Principal

**Responsibilities:**

- Review and recommend the annual post-secondary budget to the Namgis Council
- Review current funding obligations
- Meet twice per year to review all applications for financial assistance
- Approve funding to new students as per policy guidelines and within budgetary constraints
- Review currently funded student's files and ensure that they are within funding time-frames
- Ensure that currently funded students are meeting policy requirements vis-à-vis their program of study as well as reporting requirements
- Ensure that all student files are up-to-date
- Review and approve all requests for financial assistance for Occupational Skills Training
- Ensure that staff and students are operating within the terms and conditions of the post-secondary policy
- Recommend to Council all extraordinary educational/training programs
- Take minutes of all decisions
- Report to the Namgis Assistant Administrator