Terms of Reference - ACDS Junior Bursary Panel

Role & Responsibilities:

The ACDS Junior Bursary Review Panel's purpose is to assess Junior Bursary applications and make recommendations to ACDS Federal Council on the awarding of Junior Bursaries, including but not limited to, the following:

- The Panel is made up of each of the Federal Discipline Convenors, Federal Young Driver Coordinator, and an independent chairperson appointed by Federal Council. Makeup of the panel may be modified from time to time at the discretion of Federal Council.

- The Panel shall assess valid Junior Bursary applications in accordance with the current guidance criteria, also taking into account the panel member's own experience in carriage driving and their respective roles within the ACDS. Decisions should be made with the best interests of the individual applicants, carriage driving and the ACDS in mind.

- Decisions on bursary recommendations should whenever possible be reached by consensus, but ultimately a simple majority of panel members shall be sufficient.

- Recommendations to Federal Council on Bursary Awards shall be made by the Panel Chair to the Federal Secretary.

- Details of deliberations on bursary applications shall remain confidential to the panel (and ACDS Federal Council where appropriate). Panel members are expected to abide by final Panel recommendations and not publicly disagree with Bursary awards or the Bursary Scheme.

- As part of the role, Panel members are requested to actively encourage participation by the wider ACDS community in the ACDS Junior Bursary scheme, where the opportunity arises.

Accountabilities:

- Reports to Federal Executive and Federal Council.

- Panel members are expected to declare any personal conflict of interest and excuse themselves from deliberations as appropriate.

- Implementation of significant initiatives, and expenditure on behalf of the ACDS, requires prior approval by Federal Council.

Remuneration:

- Not applicable