

2. Establish the Assessment Committee

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- Call for [assessor nominations](#).
- Ensure the make-up of the assessment committee meets [CCS requirements](#):
 - Local councils may appoint up to two representatives to the assessment committee.
 - Each community arts council in the local area has the right to have a representative on the assessment committee.
 - Community representatives - ideally membership of the committee should reflect the make-up of the local community, eg young people, recent migrants, Asian residents, and local Māori and Pasifika peoples.
 - At least one member must be of Māori descent and have local knowledge of Māori arts activity.
- Provide the assessment committee with the [CCS Assessors Guide](#).
- Book or run assessment committee training workshops
- Consult your assessment committee regarding promotional plans for CCS in your community.