

## **CHAIRS OF SPECIFIC SCHOLARSHIPS AND GRANTS**

Term: One year  
Appointed annually

### **OVERVIEW/ DUTIES**

The primary responsibility of these chairs is to ensure the equitable distribution of the available monies in each scholarship fund. The Individual Scholarship Chair must work closely with the Scholarship Director.

1. Review the application process with the scholarship director and revise the procedures (with board approval) as needed. Work with the web manager to assure that the online application form is updated if necessary.
2. Work with the Scholarship Director and/or Branch Public Relations Director to determine the best avenues for publicity – local public and private school message lists (“ponies”), college financial assistance offices, local newspapers, etc. Create press releases and/or flyers as appropriate.
3. Ensure that all necessary publicity is accomplished, including an announcement for the newsletter and the website.
4. Keep files of the current candidates. An Excel sheet with all completed applicants’ names, phone numbers and email addresses needs to be compiled and sent to the Scholarship Director.
5. Ensure that the applications are accurately reviewed for completion so that only complete applications are reviewed for potential selection.
6. With the help of the Scholarship Director, set up and chair the selection committee.
7. With the committee, set up a process to determine which applicants to recommend.
8. Report the selection committee recommendations to the board.
9. Notify all applicants of their status within seven business days after the board has made the final decision.
10. If awards are to be formally presented at a branch program, include the information regarding that event. Each winner and two guests are invited to attend that event at no charge.