

3040.1  
COMMITTEES

Awards and Scholarships Committee Chair  
Job Description  
(approved 1/08; 1/10; 10/10)

It is the responsibility of the awards and scholarships committee chair to oversee the work of this committee. The goal of the awards and scholarships committee is to initiate the application process for scholarships and coordinate the recognition for scholarship and award recipients.. The committee chair is a board member who designates a committee.

General Duties:

1. To report timeline at the January board of directors' meeting.
2. To prepare scholarship applications.
3. To select scholarship recipients.
4. To inform recipients with details of how to use the scholarship.
5. To prepare a short bio (picture and short paragraph) to be included in the convention program book.
6. To initiate and/or coordinate other recognition opportunities.
7. To maintain copies of important documents to be passed on to the next chair.