

Job Description

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| Title: | Scholarships Chair |
| Committee: | Scholarships |
| Date Prepared: | June 2018 |

ROLE OF THE SCHOLARSHIPS CHAIR:

In the role of the Scholarships chair, you will plan, organize, and direct other committee members in supporting and awarding the budgeted Scholarships monies for chapter members. The committee itself will have a minimum of three members. The Chair will have the following qualifications and is capable of carrying out the following responsibilities:

ESSENTIAL RESPONSIBILITIES include but are not limited to:

- Train and coordinate the efforts of committee volunteers.
- Attend leadership meetings, as scheduled by The Board.
- Coordinate and lead quarterly Scholarship Team meetings.
- Recruit new committee members, as needed.
- Respond to applicants requesting LWHRA Scholarship support within 48 hours of receiving applications, confirming receipt.
- Forward scholarship applications to Scholarship Committee Members (minimum 3) within 48 hours of receiving applications.
- Notify scholarship recipients and chapter office of scholarship award event, amount, and how to receive their award
- Forward Expense Request for approved scholarship monies to chapter office within 3 business days of the committee's approval of the scholarship application. If scholarship application is denied, email or send a letter of explanation to the applicant within 5 business days of the committee's denial.
- Forward an activity report to Director at Large by the 2nd Thursday of each month.
- Responsibility for adherence to the current Scholarship Committee Budget, Guidelines, and Organizational Vision.
- Coordinate with Director at Large to develop the next year's budget.
- Increase the visibility of Scholarship Program in coordination with the Communications Committee.
- Identify, recruit and train a new Scholarship Committee Chair by November 1 of current term.

QUALIFICATIONS:

- Active chapter member.
- Knowledgeable about current HR practices.
- Skilled in preparing and managing budgets.
- Experienced leader; demonstrated familiarity in planning and organizing the work of others, delegating, and managing deadlines.
- Willing to make a 12-month commitment to the Scholarships program and Scholarships participants.