



## Scholarships Chair Job Description

Updated June 2021

The Scholarships Chairperson is responsible for collecting, coordinating the selection of, and the presentation of RSC scholarships. Is a voting member of the RSC Board.

### Chair Requirements:

- Acceptance of position indicates a commitment to attend RSC board meetings and committee meetings for which this position is required.
- Inform the Philanthropic VP if unable to attend a meeting.
- Prepare a written monthly board report summarizing what happened during the month, including monthly expenses, etc.
- Maintain a continuity binder as outlined.
- Maintains the Scholarship email.
- Contact successor and coordinate respective duties and responsibilities to ensure an effective transition prior to the joint board meeting at the end of the board year.

### Responsibilities:

- Chairs the Scholarship Committee meetings each month, which consist of the Scholarship Chair as Chairperson, Philanthropic VP, Philanthropic Financial Officer, Parliamentarian, and members in good standing that are not a part of the Exec Board.
- Meets with a committee in September to begin to review and revise the scholarship submission criteria and qualifications for submission to the board. Once the committee has made all decisions on them, it is brought to the board for final approval, no later than the November board meeting.
- Coordinate with schools to determine the date for application deadline that will allow sufficient time for applicants to have all the required information to complete the application form.
- Sends all publicity to the president for approval. All publicity will be handled through the Marketing Coordinator for posting to the website and social media. The Scholarship chair will be responsible for posting the scholarship sign.
- Arranges for a panel of judges, independent of the club, to review and score the applicants.
- Creates the packets that are given to the judges for review. Contains complete applications, score sheets, instructions, etc.
- Ensures confidentiality of all applications during and after selection process. Only the names of winners are revealed.
- Notifies each applicant of the results.
- Sends list of winners to the Fin Officer for writing of checks and sending of congratulations letters.
- Plans and organizes all aspects of the awards reception, including but not limited to getting a speaker, printing certificates, planning the menu, getting the location, sending invites, etc.
- Attends, or designates someone of the committee to attend. Award ceremonies at High Schools to present certificates to scholarship winners.
- Attends the Phil budget committee meetings to provide insight on the budget. If unable to attend the meeting, send the information to the Phil VP and Phil Fin Officer to be included in the budget meeting.

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