

SCHOLARSHIP CHAIR JOB DESCRIPTION

NEACTC appoints a Joint Scholarship Chair for a three-year term.

Purpose:

The NEMCI&A Scholarship Chair serves in a support role established to assist the NEMCI&A Chair, the New England Joint Scholarship Chair and the various State Association Presidents and Scholarship Chairpersons to ensure that scholarship money for the annual NEMCI&A is awarded fairly and in accordance with scholarship criteria. The responsibilities of the NEMCI&A Scholarship Chair include communicating requirements, deadlines and other scholarship information and to encourage application by qualified students. The NEMCI&A Scholarship Chair may be called upon to communicate with scholarship donors to ensure availability of funding.

October

- Review evaluations
- Prepare a report as the Scholarship Chair for presentation at the Board and Faculty summary meeting
- Attend the Board and Faculty summary meeting
- Bring a USB containing copies of templates and forms to Board/Faculty meeting
- Present any changes or recommendations to the Board for approval

December

- Contact all current State Association Presidents to confirm the name and contact information for the Scholarship Chair.
- Contact each Scholarship Chair for the drop-dead date for scholarship applications in each state
- Set up contact information of each of the State Scholarship Chairpersons to be forwarded to NEACTC and the NEMCI&A websites
- Work with the Chair and Registration Chair for updated scholarship applications for the websites as each State has different deadlines

January

- Publish the deadlines for the scholarship applications for each state on the NEMCI&A website and with NEACTC
- The above deadline dates must be updated and communicated via the website and newsletters for all to be aware of the cutoff dates
- Verify all the State Scholarship Chairpersons information is updated on the NEMCI&A website
- Connecticut has a deadline of December as they have a separate program for Connecticut Clerks'

April/May

- You will receive the information from the New England Association Scholarship Committee on students that have been funded and those who still require funding
- NEMCI&A Scholarship Chair and NEMCI&A Chair determine the amount of NEMCI&A scholarship money to be distributed after all state funding is completed, verifying all criteria is met (**To be eligible for a Scholarship from NEMCI&A, the candidate must be a member of the NEACTC**)
- Work with the Registration Chair regarding scholarship awards. The Registration Chair summarizes all the scholarship money received and will submit a bill to the student for any outstanding balance
- Notify scholarship recipients of their awards via email

Week of NEMCI&A

- Assist with the classroom monitoring
- Assist with manning the registration and check-in tables

Adopted by the NEMCI&A Board on January 23, 2015 Reviewed and Adopted by the NEMCI&A Board on: August 5, 2015