

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 Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary 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 an earlier deadline as they have a separate program for Connecticut Clerks.

April/May

- Scholarship Chair 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
Amendments approved by NEMCI&A Board: October 13, 2018*