

SCHOLARSHIP CHAIRMAN
Job Description
2015-2016

Coordinate the publicity, selection, and distribution of HSC scholarships. Represents HSC at winner's school honors night. Arranges for HSC Scholarship Recognition Celebration. Attends all Board Meetings and functions. Reviews and understands the HSC Constitution, By-Laws and Operating Policies.

1. Reports to 2nd Vice President.
2. Attends all Board Meetings and all other regular or special meetings of the HSC.
3. Is Chairperson of and attends all meetings of the Scholarship Committee.
4. Is a member of the Charitable and Scholarship Fund Budget Committee.
5. Reviews and revises the Scholarship application. Makes any needed changes and has changes approved with the Base Legal office.
6. Coordinates the publicity, selection, and distributions of HSC scholarships.
7. Follows the attached timeline carefully to ensure that all aspects of the scholarship selection and award process are completed.
8. Plans the Scholarship Recognition Celebration to honor scholarship winners. Extends an invitation to all scholarship recipients (along with their family) and the judges to come to the event.
9. Attends Honors Night(s) at the winners' school(s) to present certificates to the winners.
10. Ensures the incoming Scholarship Chairman has names, addresses, and phone numbers of all winners. It will be their responsibility to disperse the scholarship funds.
11. Submits a monthly written report via e-mail to the Secretary by 12:00 noon on Friday before the Board Meeting. Report should include details of activities for the month. It also lists all income and expenses for the month.
12. Contacts the 2nd Vice President by 5 PM Monday before the Board Meeting with items you wish to place on the Agenda.
13. Informs the Publicity Chair, by the 20th of each month, of any information to be included in the Sound newsletter or on the website.
14. If any expenditure is incurred, Scholarship Chairman submits receipts and a reimbursement request form to the appropriate Treasurer. Receipts must be submitted within 1 month of purchase for reimbursement to be made by HSC.
15. Submits the estimated expenditures for the current year (revised budget) and estimated expenditures for next year's budget in January to the appropriate Treasurer before the Budget Review Meeting.

16. For historical data and continuity of information, Scholarship Chairman also submits a separate “After Action Report” to the President, 2nd Vice President, and Honorary Presidents detailing information corresponding to any special activities/duties (i.e. problems encountered during scholarship selection, number of applicants, and any special information that would make future projects easier).
17. Reviews and revises job description. Submits revised job description to the Parliamentarian at the December Board Meeting.
18. Keeps an accurate notebook with current and past Board year records. A Board year begins in June and ends the following May.
 - a. The Active Board Notebook holds the following information for the current Board year’s activities and duties: HSC Mission Statement, HSC Organization chart, Board Report Preparation, Board/Luncheon Dates, HSC Board Roster, Job Description, Monthly Calendar of Duties, monthly Board reports/agendas/minutes, Parliamentarian Procedures, Blank Motion Sheets, Constitution, By-Laws, and Operating Procedures.
 - b. The Board Historical Notebook holds the following information for the past years’ activities and duties: Minutes (three previous years), Board Reports (three previous years for your position), After Action Reports (three previous years), Budgets (three previous years), Historical data pertinent to your position (i.e. samples of contracts, comparisons with previous years, attendance data for an event).
19. Contacts the chairman filling the job for next year’s Board. Sets up a time to meet before the May Board Meeting. Explains the procedures of the job thoroughly and turn over all books and paperwork. Attends May’s combined Board Meeting where both incoming and outgoing Board Members are present. President may request incoming/outgoing Chairpersons to meet in small groups during May Board Meeting.
20. Thank you for volunteering and have a great year!

(Revised 02/16)

Timeline for Scholarships Chairperson

May-August

- ◇ The HSC Scholarships email account is HCScholarships@gmail.com. This is where scholarships inquiries and other HSC business will be sent. The password is chairperson.
- ◇ Contact the winners from the current year by letter informing them you are the new Scholarship Chairperson (IntroductionLetter.doc). Remind them of their responsibility to present a verification of enrollment or request for funds so that the checks can be mailed directly to their school (How to get your money.doc).
- ◇ When verifications are received, make a copy for yourself and one to give to the Charitable Treasurer for payment. Send a cover letter (CheckLetter.doc) with the check attached to the school and send a copy of the letter to the student so that they will know the check has been mailed.
- ◇ Review the application requirements, meet with your committee, and make any necessary changes to the applications. Be sure to make changes to applications to include “Deadline: postmarked by”. (Try to meet with your committee in late May or early June before school lets out, since it can be difficult to get committee members together during the summer).
- ◇ Present revised scholarship applications at the August Board Meeting so the Board can vote on them. Fill out the motion form for each of the three types of scholarships, give a copy to the Parliamentarian and the Secretary. Once the Board has approved the applications drop them off at the 1SOW Legal Office for approval. Be sure to give them your telephone number as the point of contact.
- ◇ Once the applications are approved, let the Board know at the next meeting.

September-November

- ◇ Contact each area high school Guidance Office (see list in binder). Send an email letting the counselors know what type of scholarships we have for graduating seniors this year, the HSC website where the applications are available and the deadline.

- ◇ Make copies of all the scholarships the HSC is offering this year to take to the A&FRC, Base Education Center, Base Library, and Thrift Shop. Make sure that you check these locations to ensure that they don't run out of copies of the applications. Copies can be made at the Thrift Shop.
- ◇ Preferably before Thanksgiving and Fall Break, place applications at the A&FRC, the Base Education Center, the Base Library and the Thrift Shop.
- ◇ Advertise the scholarship applications on the base marquee and base paper (Hurlburt Briefs Section)
- ◇ E-mail scholarship applications to our Publicity Chairperson to put on the HSC website.
- ◇ Announce at the monthly luncheon and on the HSC Facebook page when the scholarship applications are posted on the HSC website (applications are typically posted under Community Involvement on the website).

December-February

- ◇ Check application supplies around the base. Advertise the scholarship applications on the base marquee and base paper (Hurlburt Briefs Section)
- ◇ Contact the judges and set up a tentative date to meet for selection.
- ◇ Begin planning the Scholarship Recognition Celebration. Fill out a request for the date and time that you and your committee determine with the reservations clerk at the Hurlburt Chapel.

March

- ◇ Applications are due! Send out verification letters to applicants when their paperwork arrives.
- ◇ Compile applications, number them (ex. A1, A2...for HS Academic, S1...for Spouses). You will organize a binder for each of the three judges.
- ◇ Organize two large binders: a set for each judge and the master set for you. Each set will take two binders. Put judging sheets in each binder.

- ◇ Deliver binders to judges.
- ◇ Select the time and place for meeting with the judges after they have rated each applicant. Coordinate with the judges for a date suitable for them. This can be done in your home or elsewhere if you have enough funds to work with (you/HSC pays if going out). The Scholarship Chairperson only helps to tally the judges' scores. The number one rated applicant will be the "memorial" scholarship recipient.
- ◇ Mail letters of congratulations to the winners (Call first, then mail letters).
- ◇ Mail letter of regrets to the non-winners.
- ◇ Mail thank you letters to the Guidance Counselors notifying them of the winners from their schools and thanking them for supporting military families.
- ◇ Send invitations to the Scholarship Recognition Celebration to the judges and the recipients. Have recipients and judges RSVP to you with the number in their party. You may need to call some individuals to meet the RSVP deadline.

April

- ◇ Notify Board of selections (April Board Report)
- ◇ Prepare your presentation – speech and certificates. Include the "How To Get Your Money" letter with their certificates.
- ◇ Scholarship Recognition Celebration

May

- ◇ Attend Awards nights at the various schools (If unable to attend an awards night see if another committee member or board member can attend for you).
- ◇ Prepare another copy of the awards certificate to hand out at the school ceremonies and be ready to say a few words when presenting (see High School speech).

(Revised 02/16)