

NEW ENGLAND MUNICIPAL CLERKS' INSTITUTE AND ACADEMY

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 New England Town Clerk's Association)***
- 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 NEMCIA Board on: January 23, 2015

Reviewed and Adopted by the NEMCIA Board on: August 5, 2015

Signature of the Chair: 

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ADDENDUM TO SCHOLARSHIP

JOB DESCRIPTION

Henry Paquin Scholarship

The late Henry Paquin, former City Clerk of Pawtucket, Rhode Island was one of the founders and a principle supporter of the New England Municipal Clerks Institute & Academy (NEMCI&A). Henry Paquin and a small group of municipal clerks worked very hard to lay the foundation of what is now one of the premier Institutes in the country. NEMCI&A is the only organization of its kind that is run solely by clerks by clerks. It was Henry Paquin's dream and is now a reality. In 1997, the Board of Directors of the NEMCI&A created a scholarship in memory of Henry Paquin. The scholarship is awarded to a 3rd year graduating student. The scholarship provides full funding for attendance at the Academy in the following year after graduating from the Institute. The members of the 3rd year class will be asked to vote, by secret ballot, for a fellow classmate whom they feel has demonstrated a commitment to the municipal clerk's profession and could benefit by attending the Academy. The 3rd year Class Advisor will meet with the class to explain the balloting procedures. The presentation of the "Henry Paquin Scholarship Award" will be made at graduation.

Clyde McKee Scholarship

The recipient should be a clerk who demonstrates critical and creative thinking, leadership, and the courage to explore new and controversial ideas. The selection of the scholarship recipient should be made by the members of the 3rd year class. They know each other better than the faculty and most members of the Board. They also know the financial needs of their classmates. The recipient would receive a scholarship to attend an Academy the following year. It is suggested that beginning in 2010, the Institute I students would be introduced to the scholarship criteria in their 1st year and will know that the scholarship will be awarded to one of them who has met that criteria over the course of their 3 years. Each member of the 3rd year class should made an independent nomination rather than make the nomination as a group. The presentation of the "Clyde McKee Scholarship Award" will be made at graduation.

Capt. Gregory T. Dalessio – LL Data Design

This full scholarship was established in 2013 by Lisa and Louis Pagano in honor of their nephew Capt. Gregory T. Dalessio who died June 23, 2008 serving during Operation

Iraqi Freedom. The recipient must be a full-time Town Clerk living in a town with a population of 10,000 or less and attending the Institute.

LL Data Design

This full scholarship was established in 2014 by Lisa and Louis Pagano. There are no criteria associated with this scholarship. The award is made by the Scholarship Chair and the NEMCI&A Chair.

General Code Scholarship

This \$250.00 scholarship is awarded to the runner-up of the Henry Paquin Scholarship Award.

Lobster Award

The 3rd year class has a tradition of honoring one of its own with the "Lobster Award." This award is presented to the member of the graduating class who, like the lobster, has shed their hard outer shell and has grown both personally and professionally throughout their three years at NEMCI&A and by doing so, has grown a softer shell which allows for future growth. The members of the 3rd year class will be asked to vote, by secret ballot, for a fellow class mate who has exemplified the traits of the lobster. The 3rd year Class Advisor will meet with the class to explain the balloting procedures. The Board's Vice-Chairman will mark the presentation of the "Lobster Award" at the graduation. In addition to receiving the Lobster Award, the registration fee for the subsequent year's Academy is waived.