

AAUW LCV Education and Scholarship Program, Inc. 501(c)(3)

Position: Scholarship Committee Chair

Board Member

Elected annually without term limits.

Responsibilities

- 1. Structures and manages the process to provide Educational Grants and NCCWSL* scholarships to qualified candidates.** Working with Committee members, establishes applicant eligibility including geographic and demographic criteria. Defines application submission requirements including schedule, application form, and required financial information, transcripts, references, and other documents. Obtains Board approval if substantive changes are recommended.

Defines and guides the Committee through the applicant evaluation criteria and process to ensure objectivity, consistency, and fairness. Maintains applicant records; ensures information confidentiality and destroys confidential information on a scheduled basis. Monitors the Branch scholarship committee email account.
- 2. Manages Scholarship Committee including staffing, schedules, and process.** Organizes and leads periodic committee meetings. Maintains meeting minutes.
- 3. Manages the process for publicity outreach to achieve a sufficient, diverse population of LCV Educational Grant and National Conference for College Women Leaders (NCCWSL) applicants.** Works with committee members to assure there is sufficient publicity for available scholarships throughout the community by utilizing social media groups, college resources, newspaper media, LCV Board and membership and community influence leaders (churches and minority advocacy organizations).
- 4. Manages communications with applicants about awards, application denials, award ceremonies, participation in Branch meetings, etc.** Informs NCCWSL participants about event logistics, expenses, expectations, etc.
- 5. Manages Board and Branch membership communications** through announcements at Board and Branch meetings, LCV Newsletter, Website and Facebook Page. Maintains current scholarship content on LCV website and calendar.
- 6. Collaborates with Treasurer to ensure funds availability and award payments to Education Grant recipients and NCCWSL Scholarships.**