

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 the Treasurer to ensure funds availability and award payments to Education Grant recipients and NCCWSL Scholarships.**

Timeline

January

- Contact ESP Treasurer to prepare checks for second half Education Grant payments to recipients
- Early January—Invite Education Grant recipients to January Tea General Meeting general membership meeting
- Distribute Education Grant 2nd payments to recipients at either January Tea meeting or by U.S. mail.
- Review Educational Grant application for revision and request changes by form developer.
- Identify NCCWSL applicants through local college contacts and recent Education Grant applicants.
- With help of Education and Scholarship Treasurer, register NCCWSL applicants.

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February

- Plan publicity with LCV Communications chair to solicit Education Grant applicants.
- Continue NCCWSL application process—attempt to register applicants before Early Bird deadline/ date to be announced in October.

March – April

- Work with Book Author Luncheon (BAL) Committee to raise funds for Ed Grants.
- Determine numbers/dollar amounts of Ed Grants to award based on fundraising and BAL results.
- Finalize NCCWSL applicants' registrations.
- Start newspaper/ social media/ local postings and college contacts for Ed Grant applications.

May

- Monitor Ed Grant Gmail account for applications.
- Monitor publicity as it appears in local media/ adjust as needed.
- Announce at LCV AAUW meetings and in the newsletter that we are seeking Ed Grant applicants.

June

- Ask NCCWSL attendees to write a summary of their experience at the conference to share with our branch members; summarize their comments to share with branch members.
- Print Ed Grant applications for files
- Make digital files for Ed Grant applicants.
- Following the current year Ed Grant deadline, forward all files to committee members.
- Convene committee meeting to select recipients.
- Meet with LCV AAUW Board to inform members of recipients and recommended grants.
- Request checks from ESP Treasurer for first payments to Ed Grant recipients.
- Inform recipients of their awards/ inform applicants not chosen of the decisions.
- Invite recipients to luncheon to meet committee and receive their awards.

July-August

- Meet recipients at a luncheon to present their awards for semester 1. If the recipient cannot attend, mail checks by US Mail.
- Obtain publicity consent forms from recipients.
- Photograph Ed Grant recipients and prepare brief biographies for publicity.
- Review application and process to identify desired changes.
- Begin publicity of recipients in LCV newsletter, LCV website, Book Author Luncheon donors, and local media
- Set Fall committee meeting date.

September- December

- Conduct Scholarship Committee meetings to review application process and revise as needed.
- Plan for publicity: identify contacts at local colleges and other sites.
- Identify NCCWSL applicants through last year's Ed Grant applicants and at local colleges.
- Request LCV AAUW members to nominate NCCWSL applicants.
- Ask Ed Grant recipients for their semester 1 transcripts and their semester 2 course registration.
- Invite Ed Grant recipients to January tea to meet LCV AAUW members and receive the second half of their awards