

**AAUW LCV Education and Scholarship Program, Inc. 501(c)(3)  
Scholarship Chair and Director Position Description**

**Position: Scholarship Director (Elected)**

**Term: One Year (July 1<sup>st</sup> to June 30<sup>th</sup>)**

**Board Member**

**Term Limits: Elected annually without term limits**

**Job Description**

The Scholarship Selection Committee (SSC) Chair of the AAUW LCV Education and Scholarship Program, Inc. is an elected position. The chair is responsible for administering the scholarship programs, which includes ensuring that the scholarship process from application to disbursement runs smoothly, is fair, and complies with all regulatory requirements.

**Responsibilities:**

1. Structures and manages the process to award Educational Grants and NCCWSL\* scholarships to qualified candidates.
2. In collaboration with the Board, establishes applicant eligibility including geographic and demographic criteria. Recommends application submission requirements including schedule, application form, and required financial information, transcripts, references, and other documents.
3. Defines and guides the Committee through the applicant evaluation criteria and process to ensure objectivity, consistency, and fairness.
4. Maintains applicant records; ensures information confidentiality; and destroys confidential information upon completion of the selection process. Directs all committee members to destroy any paper and electronic applicant files they may possess.
5. Maintains a record of the process used for the selection of the grant recipients along with a grid identifying essential information: name, email address, completeness of the application etc.
6. Monitors the Branch scholarship committee email account.
7. Manages the SSC including staffing, schedules, and process. Organizes and leads periodic committee meetings. Assures all meeting minutes and committee records are maintained and archived.
8. Oversees 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 ensure 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.

**AAUW LCV Education and Scholarship Program, Inc. 501(c)(3)**  
**Scholarship Chair and Director Position Description**

9. Manages communications with applicants about awards, application denials, award ceremonies, participation in Branch meetings, etc.
10. Informs NCCWSL participants about event logistics, expenses, expectations, etc.
11. Manages Board and Branch membership communications through announcements at Board meetings, Branch meetings, LCV Newsletter and Website. Ensure scholarship content on LCV website and calendar is current.
12. Provides the Scholarship Selection Committee with clear objectives and criteria for the scholarship selection to promote an equitable decision-making process.
13. Collaborates with the Education and Scholarship Program Board to assure fund availability, amount and number of awards to education grant and NCCWSL recipients.
14. Practices fairness and compliance with regulations while reviewing applications and making a scholarship award.
15. Collaborates with the treasurer to deliver the award payments to the educational grant and the NCCWSL scholarship recipients.