

## **Scholarship Awards Chair Job Description**

The Scholarship Chairperson is responsible for coordinating the selection and presentation of ROSC scholarships. This Chair reports to the Second Vice President.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ROSC Board Meetings, luncheons, socials and all other ROSC sponsored functions.
- Informs the Second Vice President if unable to attend Board meeting
- May not have more than two unrepresented absences at Board meetings
- Prepares a written report summarizing what happened during the month, including monthly expenses
- Maintains a notebook as outlined in the Board Procedures
- Provides an updated inventory log at the March meeting along with the projected Scholarship budget
- Contact successor and coordinate respective duties and responsibilities to ensure an efficient transition prior to Joint Board meeting.

### **RESPONSIBILITIES**

1. Serves as chair of the Scholarship Awards Committee to review the scholarship application and criteria
2. Meets with committee in October to revise criteria and qualifications for submission to the Board. At the November Board meeting, submits to the Board the application criteria for approval
3. Coordinates all publicity through the Publicity Chair. Coordinates with Publicity Chairperson for publication of Scholarship availability in December, January and again in February with a reminder of the deadline. Submits a copy of the criteria and qualifications to the Publicity Chairperson.
4. Hang up sign at the RAFB Russel Gate for advertisement and take down after application deadline
5. Coordinate with schools to determine date for application deadline that will allow sufficient time to record second quarter grades or first semester grades Also, have applications available for direct requests. Distribute copies to the Thrift Shop, Education office, and Readiness Center. Make copies of applications and distribute to all Houston County public high schools, and all private High Schools in Macon and Perry (Windsor Academy, Stratford Academy, Tatnall Square Academy. and Mount DeSales Academy in Macon and Westfield Academy in Perry).
6. Make contact with schools POC as POC changes each year.
7. Arrange for a panel of independent judges (3 - 4) Prepares package for each judge to include copy of each applicant's letter, letter of recommendation, and application. Also includes scoring sheets and instructions

8. Ensures confidentiality of applications during and after selection process. Only name of the winners and alternates are revealed.
9. Notifies each applicant by mail of the results on ROSC letterhead stationery.
10. Plans Awards Reception, staying within budgetary allowances.
11. Obtains a speaker for the Awards Reception. Ensure protocol is followed.
12. Submits articles and pictures of winners to Publicity for the May Issue of WINGS, Rev-Up, and Union Advocate and to be posted on the website (with winner approval)
13. Submits final report to Board detailing actions taken and moneys spent, and names of winners and judges at the May Board Meeting
14. Finalizes notebook for next years' Chairman.
15. Attends, or designates a member of the committee to attend. Awards Ceremony at High Schools to present certificates to scholarship winners.
16. Following the ROSC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.

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