

Staff Scholarship Committee Chair
Job Description

Primary Responsibilities:

Staff Scholarship Committee

Sequenced Responsibilities:

July Post Meeting:

- Establishes goals for the year.
- Write Article for the Aurora.
- Solicit members for the committee

August:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

September:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

October:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Prepare a letter for eligible staff members.
- Solicit names and addresses of eligible people for the scholarship.
- Review Web Page and recommend updates.

November:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

December:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Write Article for the Aurora.
- Review applications for the scholarship.
- Review Web Page and recommend updates.

January:

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- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Submit scholarship awardees names/addresses and disbursal amount to the Fargo Scout Office.
- Review Web Page and recommend updates.

February:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Send letter and checks to the recipients.
- Review Web Page and recommend updates.

March:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Write Article for the Aurora.
- Review Web Page and recommend updates.

April:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.
- Review Association By-Laws and make recommendations for changes.

May:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

June:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Contact Executive Secretary / President elect and confirm continuation or turnover of committee chair position.
- Review Web Page and recommend updates.

July:

- Present a report during the annual meeting.
- Talk with staff during a staff meeting regarding the scholarship.
- Review Web Page and recommend updates.

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Non-Sequenced Responsibilities

- Aid in identifying people to run for the Executive Secretary / President Elect position in future years.
- Participate in telephone conferences and board meetings throughout the year.
- Maintain a record of tasks completed, contacts, and actions taken in order to help the transfer to the next President.