



MOAA Ark-La-Tex Chapter Board Position Description

Title: Chair, Chapter Scholarship Committee _

Importance of Position: Manages chapter scholarship program.

1. Devises scholarship application and evaluation forms.
2. Advertises scholarship program in chapter newspaper.
3. Provides scholarship applications on request.
4. Chairs scholarship Evaluation Board.
5. Notifies scholarship selectees and non-selectees of status.
6. Coordinates and prepares scholarship summaries for Scholarship Dinner.

General Expectations: Award a number of chapter scholarships to worthy recipients based on scholarship funds available and quality of applicants.

Position Qualifications: Be knowledgeable of chapter scholarship program and by-law pertaining to Scholarship program.

1. Be an active member of the Board of Directors.
2. Have previous experience on the scholarship selection board or with other scholarship programs.
3. Be computer literate and able to correspond with scholarship applicants.

Responsible to: Chapter President

Major Responsibilities: Have time and ability to conduct all aspects of the chapter scholarship program from initial advertising of program through scholarship dinner.

Training/Preparation: Be knowledgeable of all aspects of the scholarship program by reading by-laws, serving on scholarship selection board and assisting scholarship chairman.

Average Time Commitment: Program runs from January 1 until Scholarship Dinner in June. Hours involved vary but average about 10 hours per month.

Measures of Success: Awarding scholarships to worthy recipients each year. Currently approximately 22 scholarships worth \$25,500 are awarded annually.

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