



Scholarship Committee Chairperson Job Description

Purpose

The Scholarships Committee provides assistance to undergraduate and graduate students, and professionals in a career in interpretation or environmental education through scholarship money as budgeted by the NAI Region 5 Executive Board. The Chairperson for the scholarship committee is responsible for the overall coordination and direction of the scholarship program. The Chairperson reports to the Treasurer.

Responsibilities

Create, publicize, and promote a scholarship application process during the fall season.

Seek and secure at least three regional members to serve on the committee.

Maintain regular communication for publicity and the review process with committee members, Regional Director, Region V Webmaster, Regional Workshop Chairperson, and *Buffalo Bull* Editor.

Using the budgetary funding amount provided by the Executive Board, determine the categories, quantity, and dollar amount of awards.

Fall: Create the application process in a timely manner and provide the details, requirements, and deadline(s) for the process in the fall issue of the *Buffalo Bull*.

Winter: Notify the State Coordinators, Committee Chairs, and the Region V Webmaster of the proposed deadline for the application process so that regional members are informed and the website updated.

Send an electronic confirmation receipt to all applicants. Forward evaluation forms and copies of all applications to the committee members, and advise them of the deadline(s) to review the applicants.

After the recipient selection(s) notify all applicants of the results and provide similar information to the Regional Director, Regional Treasurer, Region 5 Webmaster, Regional Workshop Chairperson, and *Buffalo Bull* Editor.

Contact the successful recipients and inform them of any specific requirements and/or expectations during the regional workshop in order for them to receive the full scholarship amount. Once the expectations are met, a check is mailed to each recipient.

Create scholarship certificates and acknowledge the successful recipients during the membership meeting and awards banquet at the regional workshop.

Provide the names, contact information, and scholarship amounts to the Regional Secretary and National Office for proper record-keeping.