

## Greater San Jose Chapter Operating Guide

**Scholarship Chair**

*Updated 02/12/2019*

# Purpose

The purpose of this document is to provide guidance on the roles and responsibilities of the position of **Scholarship Chair** for current and future Chapter Executive Committee members.

# Roles and Responsibilities

The Scholarship Chair is responsible for developing, growing, and directing the scholarship program for the Chapter. Although the scholarship process is in place, it needs to be dynamic to keep up with the changes in education. The Scholarship Chair is expected to evaluate the program and suggest changes as needed. The current program is a reimbursement for enrollment costs and other educational expenses, including those related to thesis research and presentations. It allows for a scholarship fund to be distributed amongst 4yr university, Master’s, and Community College students. The fund varies and is determined each year based on the chapter’s budget.

Three of the top key elements to success of this Executive Committee position include:

* Continually plays down egos, even when engaged in passionate discussions and decisions
* Contribute significant voluntary time and effort to make the Chapter successful
* Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

Additional responsibilities include:

* Take the appropriate web-based training for the position of Scholarship Chair as prescribed by Society on the ASSP website
* Recommendations for updates to the application process
* Receipt and review of scholarship applications with recommendation to accept or reject
* Recommendations on changes to the program itself
* Visit the Chapter website periodically to ensure the application forms are accessible, current, and that the correct contact information is available
* Perform other duties as directed by the President and approved by the Executive Committee

# Procedures

Scholarship applications must be received electronically or by mail postmarked by the designated

deadline. The Scholarship Chair sets the deadline for applications each semester; typically, the end of March and the end of October. Provide recommendations to the Executive Committee on which application(s), if any to approve and fund during the Executive Committee meeting following the application deadline. During that meeting the Executive Committee will vote to approve and fund the scholarship(s). Delivery of the scholarship funds will be made during a general Greater San Jose Chapter Meeting.

***Monthly General Meeting***

* Promote the scholarship
* Shall promote the scholarship program review to put together a committee to update it

***Monthly Executive Committee Meeting***

* Attend the monthly Executive Committee meeting
* After the deadline, the Scholarship Chair will present applicants and make recommendations for approval of potential recipients meeting the qualifications

***General Duties***

* Promote the scholarship program
* Interface with local university professors, department chairs, and other campus faculty
* Advertise the scholarship through the creation of posters and flyers, walking the campus, discussing with faculty, students, and university leadership
* Interface with students to answer questions, guide them through the application process, and invite them to chapter events and luncheons.
* Review applications for accuracy and requirements met
* Make recommendations on the applicants to the Executive Committee Meeting
* Send an email promotion about the scholarship program to the Communications Chair to forward to the membership and/or include in the monthly to remind members about the program and the upcoming application deadline.
* Contact the recipients to notify them and see if they can attend the next chapter meeting

# Resources

* + Executive Committee
  + VP Communications

[communications@sj.assp.org](mailto:communications@sj.assp.org)

* + ASSP Greater San Jose Google Drive – Scholarship Chair folder
  + Chapter website
  + Scholarship application documentation
  + Scholarship requirement documentation
  + Local campus career centers

## **Continuous Improvement**

This document will be updated annually by the Scholarship Chair and submitted to the Executive Committee at the annual transition meeting.