



## SCHOLARSHIP COMMITTEE

### ROLES & RESPONSIBILITIES

**Scholarship Chair** - Oversees the committee and serves as liaison to the standards board for accountability issues.

**Resource Coordinator** - Keeps track of all resources available on campus and through the chapter. May coordinate a chapter tutoring program or study hours. Works with individual students to connect to them to the resources they need and ensure individuals follow-through.

**Incentives/Rewards Program Coordinator** - Tracks individual progress and scores; ensures awards are given to winners

**Records Coordinator** - Works with the secretary to collect grade reports and ensure that individuals not meeting standards are referred to the standards board. Tracks progress with the resource coordinator and scholarship chair.

### RECRUITING THE SCHOLARSHIP COMMITTEE

1. Create a list of ideal committee members from your chapter roster
2. Contact the ideal candidates, explain the commitment, their role and the strengths they'd bring to the committee, and then ask them to join.
3. If there are still positions available on the committee, send an email to everyone in the chapter.
  - a. Give a description of the committee, citing the duties, goals, etc.
  - b. Include a list of potential or personal goals of the committee
  - c. Request each person reply with their level of interest
  - d. Set a deadline for when you need all responses
  - e. Contact everyone who responded with interest and choose the chapter members who would be the best fit for the committee
4. Ensure that the committee is appointed and approved at the next chapter meeting

### SCHOLARSHIP COMMITTEE EXPECTATIONS

At the first committee meeting go over the following items:

- Everyone's expectations. What does this committee want to be known as? The "elite" committee within the chapter, or maybe a "special teams unit" known for getting the job done right.
- Review the duties of the Warden and Scholarship Chair and the committee.
- Establish expectations for everyone on the committee. These should be agreed upon by all members. Some examples might be:
  - ✓ Be at every meeting
  - ✓ Show up on time

- ✓ Complete individual duties
  - ✓ Maintain a high standard of performance
  - ✓ Make a commitment to year-round recruitment
  - ✓ Work together
  - ✓ Bring pen and needed materials to meetings
  - ✓ Keep a calendar and bring it with you to all meetings
- No matter what, all members of the committee should agree to confidentiality given the sensitive information the committee handles.
  - Set goals for the Scholarship Committee and for the chapter
  - Set a meeting schedule for the semester. Weekly or bi-weekly meetings are recommended for throughout the year.

## **SCHOLARSHIP COMMITTEE STANDARD MEETING AGENDA**

Opening

Roll Call

Review notes/minutes from last committee meeting

Updates to members' status

- Review progress of members on academic improvement plans
- Discuss individual progress on academic improvement plans
- Select weekly incentive program winners
- Identify necessary action items

Upcoming chapter events/functions (campus speakers, workshops, scholarship banquet, etc)

- Discuss logistical needs
- Committee member roles
- Attendance - who goes, how do you get them there?

Review Scholarship Program

- Review and update scholarship committee goals
- Upcoming scholarship events (events planned specifically for recruitment)
- Review scholarship budget and expenditures, adjust as necessary

Prepare report for chapter meeting

Review action items for all committee members

Closing