



SCHOLARSHIP COMMITTEE

ROLES & RESPONSIBILITIES

Scholarship chair: Manages the committee and acts as the liaison to the Standards Board for accountability matters.

Resource coordinator: This person keeps track of all academic resources available on campus. If unsure, ask the fraternity/sorority advisor for help. The coordinator also works with individual students to connect them to the resources they need and checks in with students to evaluate the use of campus resources.

Incentives/rewards program coordinator: Monitors individual progress and scores; ensures awards are distributed to winners.

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. Describe the committee, citing the duties, goals, etc.
 - b. Include a list of potential or personal goals of the committee
 - c. Request that each person reply with their level of interest
 - d. Set a deadline for when you need 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:

- Review the duties of the warden, the scholarship chair and the committee.
- Establish expectations. Confirm all members agree to expectations. Some examples might be:
 - Be at every meeting
 - Show up on time
 - Complete individual duties

- Maintain a high standard of performance
- Commit to year-round recruitment
- Work together
- Bring a pen and the needed materials to meetings
- Keep a calendar and bring it with you to all meetings
- All members of the committee must 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 throughout the year.

SCHOLARSHIP COMMITTEE STANDARD MEETING AGENDA

- Opening
- Roll Call
- Review notes/minutes from last committee meeting
- Updates to members' status
 - Review the 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 will attend and what motivates their attendance
- 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 a report for the chapter meeting
- Review action items for all committee members
- Closing