

SCHOLARSHIP CHAIRPERSON

2009-2010

FUNCTION: The Scholarship chairperson acts as liaison between Mountain Home Officers' Spouses' Club (MHOSC) Board and other scholarship awarding institutions. The coordinating officer for this position is the 1st Vice President.

DUTIES OF THE OFFICE:

A. Coordinate Scholarship Committee

1. The committee shall consist of the following (per OSC Bylaws)
 - a. Honorary President
 - b. Honorary Vice President
 - c. First Vice President
 - d. Thrift Shop Chairperson
 - e. Appointed Scholarship Chairperson
 - f. Welfare Treasurer
2. Committee is Standing Committee and has one vote.
3. Members who have a child/dependent who is eligible for a scholarship shall be excused from serving on this committee.
4. Organize meetings.
5. Remember Committee is a working group already, and should not be overly tasked by participation on this committee.

B. Chairperson performs the following duties:

1. Reports to the Board on all scholarship matters and present all motions concerning the Scholarship Program.
2. Schedules a Scholarship Review Committee meeting in May to assess current policies and make recommendations as necessary for presentation to the Board in June.
3. Provides scholarship application forms for military dependants who are high school students, college students, and/or spouses in the local area.
4. Provides articles for publication announcing the Scholarship Program including its guidelines, eligibility requirements, filing deadlines, etc.
5. Provides for publication, a short biographical sketch on each of the scholarship winners.
6. Informs each winner of their awards and invite each, with parents/spouse to the May Scholarship Reception for presentation.
7. Handles all correspondence concerning the Scholarship Program with students, high school counselors, and spouses.
8. Complies with his/her budget.
9. Serves as member of Welfare Committee.

C. Rating Committee

1. May be done in conjunction with other award organizations
2. Members of OSC may not serve on this committee.
3. Parents or guardians of eligible scholarship candidates may not serve on this committee.
4. Choose local persons to serve as judges (i.e. Chaplain, high school counselor, Base Education Director, base school representative, representative from Family Services.)
5. OSC will pay for Judge's lunches as a thank you for their efforts. Cost is usually split 50/50 with ESC.
6. Invite rating committee for Judging Day in April.

7. Each judge will receive one packet per applicant; packet should include applications with blackened out names and a scoring sheet.
8. Allow 3 hours (or more) for judging. Breaking for luncheon, if necessary.

D. Awarding Scholarships

1. A Scholarship Reception will be held separate from the May OSC Board Induction.
2. The Scholarship Chairman will present awards and read the student's biography. The OSC President, the Honorary President, ESC President, ESC Honorary President and guest speaker will form a receiving line to congratulate all scholarship winners.
3. Biographies will highlight achievements of individuals and interests they will pursue with future study.
4. Highlight avenues money has been raised to award these scholarships.
5. Work with Programs chairperson to arrange gate passes if needed.
6. Provide Welfare Treasurer with list of scholarship winners, their social security numbers, and the monetary amount of the scholarship, plus the names of each college/university.
7. Prepares scholarship recipient letter with "acknowledgement of funds received" form to be signed and returned by the college or university. Letter should include the usage of the scholarship award, which complies with the MHAFB OSC directives.

DUTIES OF ALL MHOSC BOARD MEMBERS

- A. Attend all regularly scheduled MHOSC Executive Board meetings.
 - a. Notify the President as soon as possible if you will not be able to attend.
- B. Submit a report to the Recording Secretary via e-mail no later than the Friday before the Board Meeting.
- C. Submit any Agenda items to the President no later than the Friday before the Board meeting.
- D. Print out the packet of reports e-mailed by the Recording Secretary prior to the meeting, and bring them to the meeting for reference.
- E. RSVP for Board meeting Childcare no later than the Friday before the meeting
- F. Maintain an active list of all expenses their position accrued throughout the year (copies of Treasurer Vouchers are also acceptable)
- G. Turn in all expense receipts in a timely manner to the appropriate Treasurer, using the Vouchers provided by the Treasurers.
- H. Update job description as necessary and submits the revision to the Parliamentarian no later than the January MHOSC Executive Board meeting.
- I. Write an after-action report for all events they chaired throughout the MHOSC Executive Board year.
 - a. One copy shall be maintained in their file notebook
 - b. One copy shall be given to the President
 - c. One copy shall be given to the Parliamentarian
 - d. One copy shall be given to the appropriate overseeing Vice President.
- J. Write an after-action report for their MHOSC Executive Board position at the conclusion of their term.
 - a. One copy shall be maintained in their file notebook
 - b. One copy shall be given to the President
 - c. One copy shall be given to the Parliamentarian
 - d. One copy shall be given to the appropriate overseeing Vice President.