

## **AAUW COLORADO SPRINGS BRANCH-VOLUNTEER POSITION DESCRIPTION**

**POSITION:** Scholarships Committee Member

**Reports to:** Scholarships Committee Chair **Term Limit:** 2 years

**Volunteer Status:** Appointed **Committee Voting Rights:** Yes **Board Voting Rights:** No  
**Signature Authority:** No

**Date of Branch Board Approval of Volunteer Position Description:** August 2020 – updated 2021

**Purpose:** To support the mission of AAUW by providing scholarships to encourage women to pursue higher education.

**Term:** New members approved by the President after the recommendation of the Scholarships chair. Whenever possible, a committee member shall serve at least three years. Committee membership has four to five branch members, including at least one member who served on the scholarship committee the previous year, and at least one member who has not served on the committee previously.

### **Responsibilities and Duties of Branch Position:**

- Assist with evaluation of applicants for local scholarships; assist with publicizing the program to potential applicants and to individuals who might make donations to the program.
- Must know selection criteria and timelines.
- Meet with committee, as needed.
- Individually evaluate applications as distributed by the committee chair. Meet with other committee members to achieve consensus on the top candidates.
- May interview the top candidates.
- At the designated Branch meeting, greet scholarship recipients and provide assistance to ensure they feel welcome.
- At least one member to serve on the Fundraising Committee. All other members participate in efforts to raise money for scholarships. Share enthusiasm and promote the value of branch scholarship programs with other branch members and the local community.
- Support and promote committee activities, as needed such as follow up with past scholarship recipients.

### **Leadership Skills/Qualification Helpful to Position:**

- Prior work experience in teaching, social work, STEM, counseling, higher education, non-profit organizations
- Experience evaluating applications e.g. scholarships, grants, hiring
- Experience and knowledge about reading academic transcripts and/or FAFSA's Student Aid Report

**Responsibilities to AAUW, AAUW National and AAUW State:**

- Be familiar with and adhere to AAUW National, State and Branch policies and bylaws.
- Be respectful of the confidentiality of the committee work.

**Time Commitments:**

- 5-20 hours per month for the months of February, March, and April
- 0-3 hours per month for all other months