

FINAL AAUW COLORADO SPRINGS BRANCH POSITION DESCRIPTION

Position: Scholarships Chair

Reports to: Board President

Term Limit: 2 years, may be reappointed for 1-2 yrs.

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

Date of Branch Board Approval of Volunteer Position Description: March, 2025

Position Overview: Select members, with approval by the president, and chair the Local Scholarship Committee which selects recipients of local scholarships; oversees the application process; and publicizes the program

Responsibilities and Duties: (to be completed by the chairwoman or her designee)

- Serve on and attend meetings of the Branch Board.
- Solicit new members to serve on the scholarship committee and provide appropriate training and support.
- Communicate regularly with Branch Treasurer to determine accurate amount of scholarship funds balance, scholarship donations, amount of funds available for awarding in a given year, and details about the distribution of scholarship checks to college financial aid offices.
- Update the scholarship application form to ensure dates and addresses are correct; distribute application to the branch website administrator and to the personnel at each school who oversee financial aid websites.
- Publicize and promote information about the Branch scholarships available, criteria for selection and deadlines through the Branch newsletter, web site and branch events such as Authors' Day.
- Establish personal contact with financial aid officers at UCCS and PPCC who oversee "External" college scholarships.
- Know and acquaint committee members with selection criteria and timelines.
- Seek input from committee members for decisions and/or recommendations to the Branch Board of Directors.
- Collect and distribute applications as they are received and notify applicants whether or not all necessary materials have been supplied.
- Lead the meeting for selecting the scholarship recipients and seek consensus on the top candidates.
- Arrange interviews between the top candidates...and involve committee members in writing bios.
- Coordinate with the Programs Committee on the planning for scholarship recipients introductions at the September Welcome Breakfast and communicate details to scholars.
- Write an article about the scholarship recipients for the designated Branch newsletter, provide the communications director and the website administrator with names of scholarship recipients and short biographies.

- Provide the treasurer with precise information(recipients' names, addresses, phone numbers, scholarship amount and student ID number if available)so that checks can be sent directly tot eh financial aid office of the appropriate schools shortly after July 1 (beginning of the fiscal year)
- Follow up with scholarship recipients via e-mail; post thanks or updates in the branch newsletter.
- Facilitate a smooth transition to the new Scholarships Chair.
 - attend Board Retreat with new and former officers.
 - organize and share all electronic and paper documents such as correspondence, forms, speeches, newsletter articles, and committee reports to the Board.

Responsibilities to AAUW, AAUW National and AAUW State:

- Be familiar with and adhere to AAUW National, State and Branch policies and bylaws.
- Be responsive to board member and board committee concerns or questions related to Scholarships chair duties and responsibilities.
- Be respectful of the confidentiality of the committee work.

Leadership Skills/Qualifications Helpful to Position:

- Prior related work experience in teaching, social work, counseling, STEM, higher education, business or non-profit organizations
- Experience in facilitating small groups
- Experience on the Branch Scholarships Committee
- Written and verbal communication skills
- Experience evaluating scholarship or grant applications

Time Commitments:

- 10-25 hours per month for about four months when promoting the scholarship and receiving applications.
- 2-5 hours per month for all other months with regular attendance at Branch Board meetings
- Attendance at state conventions is encouraged.