

## **AAUW COLORADO SPRINGS BRANCH 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:** 2025

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

**Term:** New members approved by the President with recommendations 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.
- Know selection criteria and timelines.
- Meet as a committee and assist chairwoman 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 and assist in writing bios of scholarship recipients.
- Assist with welcoming scholarship recipients at Branch Welcome Coffee in September.
- 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.

### **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 about four months when promoting the scholarship and receiving applications.
- 0-3 hours per month for all other months.