



Job Description SCHOLARSHIPS CHAIR

Mission: To coordinate the award of at least one scholarship, per High School, to a graduating senior.

- Works with VPs of Communications and website to update home page and application forms on the Council website.
- Communicates with VP's and treasurer about donations received and amount of funds available to distribute.
- Proposes a plan of action and presents to the Board of Directors for their approval.
- Document all in-kind donations.
- Sends out announcements about programs and application process.
- Presides over choosing of winners
- Presents winners with information about how to receive funds.
- Completes a final report and submits to the Board of Directors.
- Once appointed by President, Chair shall serve as spokesperson for Council event.